

## **BOARD OF MAYOR AND ALDERMEN**

**March 02, 2021**

**7:30 p.m.**

Mayor Craig called the meeting to order.

Mayor Craig stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Cavanaugh, Stewart, Long, Roy, Sapienza, O'Neil, Levasseur, Terrio, Porter, Shaw, Barry, Gamache, Hirschmann

### **4. Manchester Continuum of Care Overview.**

Mayor Craig stated this evening we have Erin Kelly, Director of Youth Services at Waypoint and Chair of the Manchester Continuum of Care as well as Stephanie Savard, Chief External Relations Officer at Families in Transition and Vice-Chair of the Manchester COC. They will be presenting the Manchester Continuum of Care overview.

Erin Kelly stated thank you for having us. I am going to go through the presentation that is in front of you and I am going to attempt to do so as a broad overview but we would be happy to share further information or links to any of the things that we reference throughout the presentation after the fact. The objectives of this presentation really are just to talk a little bit about the responsibilities and membership of the Continuum of Care, to talk about the responsibilities and what a collaborative applicant is, to talk a little bit about the City's Consolidated Plan and how the CoC works in conjunction with that

and some of the CoC planning activities as well as the community response to homelessness. We also will be talking a little bit about the funding and then what other funding comes into our community in addition to CoC funding. The first thing to note is that the goal of the CoC is really to end homelessness in our community. When we talk about ending homelessness, we really are talking about making sure that when homelessness occurs for an individual or family, that that homelessness is rare, brief and non-reoccurring. The CoC has a governance charter which has been voted on by its membership and HUD really dictates to the CoC what the responsibilities are. When we talk about the responsibilities of the CoC, it is really about having a governance charter that outlines what we are going to do and what our approach is in the community, having regular meetings that are published and open to the public, and having committees that address some of the current issues around homelessness in our community. Right now in Manchester we have a Veteran's sub-committee, a Community Care Team which focuses on some of the most complicated cases of homeless individuals and families in our community, a sub-committee that focuses on youth and young adult homelessness, a Coordinated Entry Committee and then our Outreach Collaborative. We also work to collaborate with the consolidated planning that happens within the City and we oversee and monitor the HUD grants that come into the City as well as provide all of the required reporting back to HUD which allows us to continue to get HUD funding in the City. We also work to prioritize and make sure that coordinated entry is used in the prioritization of offering spots in our housing programs to homeless individuals. We also help individuals to connect to broader state benefits and plan and conduct the point in time count every year which is the official count of homelessness in our City. The Manchester Continuum of Care Leadership Team is made up of a variety of individuals and I will let you guys look at this. I don't think I need to read this slide to you but this gives you an idea of who is at the table on the leadership team. It isn't just homeless service providers. It is organizations and individuals that impact the issue of homelessness in our community so people who are connected to the homeless population in some way. This next slide shows the membership of the Manchester CoC. There is a Leadership Board that

provides the governance and leadership for the general assembly, which is the full membership of the CoC. Again, as you can see there is a variety of faith-based organizations, educational organizations, homeless service providers, substance abuse treatment providers, healthcare providers, behavioral health providers and other non-profits as well as some law makers like someone from Senator Shaheen's Office is part of our CoC. There is a variety of membership across the CoC. The collaborative applicant is for every CoC across the country there has to be one designated applicant who submits the HUD application for the community. When the notice of funding announcement comes out for HUD funding, that entity is the entity that submits that application from the Manchester CoC into HUD. The responsibilities of the collaborative applicant are to submit the annual HUD CoC application and also to be able to develop the planning within that application around the funding support. So applying for HUD CoC planning funds. We use those planning funds in Manchester to support some of our coordinated entry and also to be able to support having our connection to the National HMIS Database. The collaborative applicant does have the ability to have other responsibilities if the CoC chooses to assign those responsibilities to the collaborative applicant based on the governance charter. In the Manchester CoC, we do not assign any further responsibilities to the collaborative applicant. We really take those responsibilities on as a collaboration rather than giving the collaborative applicant further responsibility. The City of Manchester's Consolidated Plan is something that is completed by the Planning & Community Development Department. The most recent one was published for the years 2020-2024 and the CoC contributes to this along with public hearings. There are focus groups with CoC members and also the CoC leadership team that contributes to this overall City of Manchester Consolidated Plan. The intent of this plan is to be the unified vision for the City's community development actions. So when we think about the needs in our community, this is the consolidated plan that really outlines those needs and summarizes what the plan is to respond to those needs in our community. It does a needs assessment of our community and it develops goals indicating where and how HUD funding will be spent to respond to community needs. So in addition to the CoC funding

that comes in from HUD, we also have the City that has ESG funding and CDBG funding from HUD. All of those things are put together in this consolidated plan to determine how those funding sources are going to be used to respond to the needs in the community. The Manchester CoC and I mentioned this a little bit at the beginning but we are responsible for the annual point in time count statewide. We develop a planning group and really implement the point in time count which is the official number of homeless individuals that is submitted to HUD each year. That includes people accessing emergency shelter and also unsheltered individuals in our point in time count. We are also responsible for outreach prevention and housing information as part of the HUD NOFA process. We work together to really collaborate on outreach in our community and try to work with other organizations that provide prevention dollars or ways of preventing homelessness and we work to put those things together into strategies and submit them as part of the HUD process. We have also developed a coordinated entry system in Manchester as part of our planning activities. This coordinated entry system basically makes is so that the most vulnerable people in our community are those that are offered spots in the housing programs that the CoC funds in the community. We are also responsible for being able to provide a gaps analysis of homeless needs and services to be able to determine where there are still unmet needs in our community and provide that information to HUD. Again, like I said before, one of the responsibilities of the CoC is to coordinate and collaborate around the Consolidated Plan from the City and make sure that the work of the CoC is being represented in that plan. When we think about a system that is needed to respond to homelessness in our community and we think of the goal of really ending homelessness, again when we think of ending homelessness we are not under any sort of guise that nobody in our community will ever be homeless again but our goal is that when homelessness occurs that it is rare, that it is brief and that it is non-reoccurring. That means that we have all of these opportunities and pieces of the system in our community to respond to homelessness. If we really want to move towards ending homelessness in Manchester, we have to be able to build out the system to have all of these pieces to be able to respond across the needs. This is the funding that comes into



the CoC from HUD and the CoC allocates that funding out to these five organizations throughout the community. There are many housing programs that are encompassed under those five organizations and as you can see, the funding is about \$1.5 million and it is supporting housing for 404 individuals. In addition to that, we have other funding sources - federal, state, City and foundation donor that comes into the City that helps to house an additional 695 people in housing programs in the community. This is in addition to any CoC funding that comes in from HUD. Other funding sources support 695 people each year in housing programs throughout the City. That is a really brief overview of the Continuum of Care. This is a slide that has both my and Stephanie's contact information on it and like the Mayor said when she introduced us, I am the Chair of the CoC and I oversee all of the homeless youth programs at Waypoint and Stephanie Savard is the Vice-Chair of the CoC and works for Families in Transition. That is our contact information and if anybody wants any information about the references of some of the HUD policies that I talked about throughout the presentation, we would be happy to share links to that after the meeting.

Alderman Sapienza stated I really appreciate what you are doing in helping the least fortunate among us. What I deal with on a daily basis are these unscrupulous landlords that come in. Are you watching every single property that you are managing to make sure they are a good neighbor? On a daily basis I deal with phone calls about congregate living, sober houses, etc. I think that is a different problem than what you are describing here but I hope you can address that and separate yourself from that problem because we have a serious problem in our neighborhoods. People have been living there for 30, 40 or 50 years and they moved into a nice neighborhood and now they are seeing all of these various groups come in to create these "sober living" congregate housing situations in their neighborhood and it is really detracting from the neighborhood. I would like to give you the opportunity to separate yourself from those activities and I will ask my fellow Board members to think about addressing the other problem.

Ms. Kelly replied one of the things that is important to note is that recovery housing is not an eligible housing program under the CoC so it is not something that we provide funding for so we don't have any oversight over recovery housing in Manchester.

Alderman Sapienza responded I appreciate you explaining that because you obviously don't want to get cast in the same light as those people. I want the Board members to know, as I am sure they already do, that we have a serious crisis throughout the City with these rogue congregate housing operations going on in our neighborhoods. I know it is brutal in my ward. Thank you for separating yourself from that problem because the work you do is vital.

Alderman Long stated I have a couple of questions but first I absolutely concur with Alderman Sapienza. I find that issue in ward 3 also. Erin, the statewide planning group, is that just for point in time counts only or is there other planning with respect to regional sheltering or what have you?

Ms. Kelly answered there is a lot of collaboration that happens between the three CoC's in the state so we do try to work together. NH is a small enough state that if we don't work together we are not going to be able to end homelessness in any community. So we do try to collaborate across the board. The PIT is really the place where we collaborate in the most official manner and then of course the Governor's Council on Housing Stability is another way that people from across the state have been brought together on this issue.

Alderman Long stated I get the perception and it may be wrong that you are advocating for homelessness to be rare, brief and non-reoccurring. Does that address the unsheltered or unhoused?

Ms. Kelly responded let me just say that that is not my advocating but when HUD talks about ending homelessness for any population in the community, those are the

benchmarks. Having homelessness be rare, brief and non-reoccurring means that it doesn't happen often because there is enough prevention in place to prevent people from experiencing literal homelessness. It is brief because there is a system of services set-up to respond in crisis situations when people do experience homelessness in a swift way and it is non-reoccurring because there is enough long-term permanent housing that is affordable and allows people to remain in housing and not relapse back into homelessness. The other part of that, when you asked the question about unsheltered, is unfortunately the CoC funding is not eligible to support emergency shelters. The funding that comes into the CoC cannot be allocated to that shelter piece. Sheltering the unsheltered is something that the City and other folks take on the responsibility for outside of the CoC because it is not an eligible housing for CoC funding.

Alderman Long asked so the Manchester CoC is preventive for somebody whose landlord may have bought their apartment building and is increasing their rent and they are going to be put out and they don't have the money to afford another apartment. So the CoC is on homeless...I don't want to say the low hanging fruit but you already told me that the unsheltered or the unhoused are not under HUD's purview.

Ms. Kelly answered let me just respond to that. It is not that the unsheltered are not under the purview, it is the emergency shelter that is not the purview. HUD's goal is really to respond with permanent housing. They are really supportive of things like rapid rehousing programs and permanent supportive housing programs so those are the kinds of things that HUD funds because they want to pull people off the street into permanent housing solutions and they do not fund the emergency shelter piece.

Alderman Long stated so 404 individuals were served with the \$1.4 million. Do you know how much the other funding sources total on average?

Ms. Kelly replied I do not know off the top of my head but I can find that information from the housing programs in the community and get back to you with that.

Alderman Long stated I noticed on the membership that you have someone from the NH Bureau of Housing Support. Is that under the NHDHHS?

Ms. Kelly answered yes.

Alderman Long stated and I also see someone from NH Employment Security. Are those the only two state entities that are involved in Manchester's CoC?

Ms. Kelly responded I believe so.

Alderman Long stated I know Stephanie that you are on the Council of Housing Stability. Is there anybody else in the CoC membership who is also involved in that?

Stephanie Savard answered yes. Erin Kelly is as well and we are in the process of getting other CoC members to join other work groups. For Manchester it is just Erin and myself.

Alderman Long stated with respect to the Council on Housing Stability, my understanding is that they broke down into groups. The minutes aren't online so I can't read them but is there a group on homelessness do you know?

Ms. Savard replied yes. There are actually four work groups. One is on data and analytics; another is on planning and regulations so more housing legislation and policy, there is a work group that I co-chair with Melissa Hatfield from the Bureau of Housing Supports that is called the housing instability and homelessness system and the fourth one is called regional and leadership I believe or something like that.

Alderman Long asked so the homelessness sub-committee is on housing stability.

Ms. Savard asked yes. It is called housing instability and homelessness system.

Alderman Long stated thank you for that and thank you for this presentation. Any opportunity I can get to learn more is very helpful and this was great.

Alderman O'Neil stated I was surprised when I looked at the presentation of the lack in the leadership group of City representation. There is only one city person on it and I don't know if there is a reason for that and that is how the CoC is modeled. Is there a reason why there is only one city person in a leadership role?

Ms. Kelly responded we would love for there to be more representation from the City on the leadership team. We are hoping that as the new coordinator of homelessness services in the City comes on that that will be a role they will step into and if there are other folks in the City that have the capacity to be part of our leadership team and would like to join, we would be happy to have them.

Alderman O'Neil stated you mentioned the new Homeless Director but there are also people at the Fire Department that are playing a big role in this right now as well as the Police Department. Who is the collaborative applicant?

Ms. Kelly replied the collaborative applicant for the Manchester CoC is Families in Transition.

Alderman O'Neil stated I am trying to figure out the numbers. We have gone through trying to get new beds built out and the City has helped fund that. The numbers don't make sense to me, especially on page 4. The 303 people and I originally wrote at FIT but

then you said the shelter is not eligible. That would lead me to believe that there is more housing stock available than there is.

Ms. Savard stated the CoC funding does not pay for emergency shelter. It only pays for transitional housing, permanent supportive housing or rapid rehousing. It is paying to get folks who are prioritized chronically homeless and/or coming from the shelters whether it is a family shelter or an individual shelter, to move into those programs that are funded by the CoC.

Alderman O'Neil asked am I reading this right if I take the 94 that are in that other column with FIT that within that number there are 303 that make that up in a given year.

Ms. Kelly stated I don't have the presentation in front of me at the moment. If you want to talk about specific slides, if we can pull those back up that would be super helpful. If you are looking at this slide, the columns on the top talk about the housing that is eligible to be funded through the CoC. It talks about transitional housing, rapid re-housing and permanent supportive housing. This is not the emergency shelter in FIT. This is the other housing programs operated by FIT that fall into the categories of transitional housing, permanent supportive housing and rapid re-housing.

Alderman O'Neil asked so if you add the three columns together there are 94 and there are 303 people that would have been in that housing.

Ms. Kelly answered these are units and some of those units are family units. For each of the units, there are multiple people in them. In this unit count, 303 people are in those units.

Alderman O'Neil asked so in the 94 units.

Ms. Kelly replied correct.

Alderman O'Neil stated on the next page you indicated that the emergency shelter beds aren't eligible but I am trying to figure out why they are listed on the page.

Ms. Kelly responded this is just a comparison slide of other funding that is coming into the community that is supporting shelter and other beds for individuals. So outside of CoC funding, these are the other beds that are being supported that are not CoC funded.

Alderman O'Neil stated to me it seems like a very high number of people we are serving based on what we just went through in the past year where we didn't have enough beds. Thank you for the presentation.

Mayor Craig stated I think one of the points, and Erin and Stephanie can correct me if I am wrong, is that these individuals who are in the transitional housing like the same family for example could be there for more than one year. Is that correct?

Ms. Kelly answered yes.

Mayor Craig stated so we are not talking about new people.

Ms. Kelly answered correct. This isn't necessarily...we aren't saying that this year we pulled 695 people out of literal homelessness and put them into other housing programs. The column that says permanent housing units is really what it means. Once somebody is in that unit, it is permanent housing for them forever. They don't ever have to leave so they could be there for years and years. When we talk about how many people are in housing per year, it doesn't necessarily mean that they were housed that year.

Alderman Terrio stated I have a question for you, Your Honor, and feel free to shut me off if it is inappropriate but it seems highly related. We received an email about establishing a Manchester Housing Commission and we also heard something during our public comment session this evening. Have you taken a position on establishing a housing commission?

Mayor Craig responded it is something that we talked about in the Housing Task Force. Yes, I do think it could be a good idea.

Alderman Shaw stated thank you for the report. I was wondering if you remember when the DHHS committee took over our legislative task force on unaccompanied youth. Is that committee still active and is anything going on with the homeless unaccompanied youth? Maybe it is not associated with you right now but do you know if it is still going on?

Ms. Kelly answered it is. There are youth sub-committees in each of the CoC's. Manchester has a committee that is specifically focused on youth and young adults and unaccompanied homelessness. In Manchester there is a significant amount of work happening around the youth and young adult population. If you would like more specific information about what we are doing in Manchester and what is happening in the other CoC's, I would be happy to share that with you.

Alderman Shaw replied I would love that. I think that should be shared with the entire Board. I haven't heard much about unaccompanied homeless youth and I think we all should know what is happening with them. Thank you.

Alderman Porter stated this is for Stephanie or Erin. These funds that we are looking at and I will go back to page 11, the one that lists Easter Seals and is \$1.4 million. Those are solely dedicated HUD funds correct?



Ms. Kelly answered correct.

Alderman Porter asked are there any other funding sources besides HUD that the CoC is able to access.

Ms. Kelley replied no.

Alderman Porter stated I could be wrong on this so please do correct me but we have the Manchester CoC and I think Nashua has one and then there is one for the state. Is there another one or are those the three?

Ms. Kelly responded no those are the three.

Alderman Porter asked would there be an advantage or disadvantage if the Manchester CoC was to belong to the state CoC. Would it open up additional funding for this area?

Ms. Kelly answered no. If the three CoC's chose to merge, the amount of funding would be the same that exists currently added together. So the three CoC's would add their funding together and that funding would be divided up with programs throughout the state.

Alderman Porter asked so the benefit of Manchester having its own CoC is it is dedicated solely to Manchester.

Ms. Kelly replied correct. We talked a little bit about the coordinated entry system. HUD mandates that we have a coordinated entry system that prioritizes the most vulnerable people so we really are trying to take the most vulnerable people off the street and bring them into housing. If the CoC's merged, we would have one coordinated entry system

which would mean that everybody in the state looking for a bed and a housing program would be entered into that same system and if a bed became available in Manchester, whoever was at the top of the list would be the person who is identified as the most vulnerable and come into that open bed in Manchester and it doesn't matter if that person is from Manchester or Laconia or Berlin.

Alderman Porter stated I appreciate the presentation. Thank you for your time.

Alderman Sapienza asked do we currently have a mechanism that prevents what you just described so that when beds in Manchester become available they are available for people in Manchester so somebody from Laconia or Keene doesn't come and take a bed when we have people in Manchester that need it.

Ms. Kelly answered it is kind of a complicated question because it depends on whether the housing program also receives state funding. Currently, CoC funded housing programs that receive only CoC dollars we have the ability to use our own Manchester coordinated entry system but housing programs that receive state dollars have other obligations.

Alderman Sapienza asked so the answer to my question is no. People can come from all over and take our beds in Manchester which is one of our big problems. We are attracting homeless people from all over the state and all over the country with all of our programs. I would like to solve Manchester's problem first and then help the rest of the world. Hopefully with our new homeless director we can get a handle on this. That should be one of their top priorities.

Mayor Craig stated just to clarify, the presentation this evening on the Manchester CoC and the funding that goes along with it, is specific to Manchester residents. Any program throughout the state that receives state funding, not only in Manchester but in any other

community, can't be limited to just that home community. I think it is important to note. I agree with you that we need to focus on addressing the issues of Manchester residents. That should be our priority but I wanted to clarify that it is not just Manchester that is running into this issue.

Alderman Sapienza asked so the obvious question becomes for our new homeless coordinator who was hired at a director level is the funding we are getting from the state helpful or not. If we are not getting enough funding from the state to help more people that are coming from outside of Manchester, then we don't need the funding from the state.

Mayor Craig stated that is another important point. The City is not getting the funding from the state. The non-profits are.

Alderman Sapienza stated I guess the question for the new homeless coordinator is going to be let's straighten this out and figure it out so we can help Manchester move forward.

Mayor Craig replied I agree.

Alderman Sapienza asked when do we expect that person to be on board.

Daniel Goonan, Fire Chief, stated the new director will be on board very soon. She is going through the background process right now. I can tell you that her name is Schonna Green. She is from Port St. Lucie, Florida. I am really excited to have her. We think she is the right fit for Manchester. She is going to bring some new ideas. She has a lot of experience in a whole lot of areas. I think she will fit real well here. I hate to call her out but she is on the call. She was very interested in listening to the meeting and listening to the CoC presentation. I don't know if she wants to jump on.

Schonna Green stated good evening. I dared not enter because I wasn't officially hired but I thought this was a great opportunity for me to listen to your concerns and to see where I am going to be able to pitch in. I have been taking notes and I am very excited about this opportunity. As it relates to some of the questions that were asked regarding the CoC and the HUD funding, one of the things we have to understand is that the funding is based on population and on that point in time count. Those are the things that are being turned in to HUD each year and they come up with what type of funding will be allocated based on population and the homeless numbers that are reported. I am excited to get there and I will be meeting with the leadership team and learn a lot more about what you are doing there and how I can help. Thanks for having me this evening.

Ms. Kelly stated welcome aboard. We can't wait to have you.

Alderman Long asked with respect to capacity and I am looking at slide 12, under emergency shelter beds it appears that we have enough capacity. With respect to transitional units, rapid re-housing units and permanent housing units, are we at capacity or under capacity?

Ms. Kelly answered currently I would say we don't have enough units of any of those in our community. We would love to be able to expand rapid re-housing programs and permanent supportive housing and affordable housing in our community so we can move people from shelter beds into other things or from the street into other programs.

Alderman Long asked so the 695 people served is under capacity. Is that correct? We can serve more? There are more people waiting for these type of units?

Ms. Kelly responded yes. We just don't have the units to provide to them.

Mayor Craig stated thank you very much for presenting this evening. It was helpful information for all of us to have.

Ms. Kelly replied thank you for having us.

Mayor Craig stated Alderman Sapienza and Alderman Long talked about sober housing and their concerns so what we will do at the next meeting is have an update from Planning, Fire and the Solicitor's Office as they have been working on this. It is a great opportunity to update the Board and public on what is going on.

Alderman Sapienza stated thank you for that. It is a very timely topic.

### **CONSENT AGENDA (ITEMS)**

Mayor Craig advised if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Accept BMA Minutes**

6. Minutes from the August 4, 2020 Public Participation and BMA meetings, September 1, 2020 Public Participation and BMA meetings, and the September 14, 2020 Special BMA Meeting-School Charter Commission.

### **Approve under supervision of the Department of Highways**

7. Pole Petitions:
  - 11-1712 Gingras Avenue (1)
  - 11-1713 Union Street (1)
  - 11-1714 Beech Street (1)
  - 11-1715 Woodcrest Court (1)
  - 11-1719 Edward J. Roy Drive (1)
  - 12-0887 Joliette Street (1)

### **Information to be Received and Filed**

Manchester Homeless Collaboration Activity & Statistics Report.

### **REFERRALS TO COMMITTEES**

#### **SPECIAL COMMITTEE ON SOLID WASTE ACTIVITIES**

8. Communication from Alderman Porter requesting a transfer of up to \$70,000 from the contingency account to the Department of Public Works to maintain the yard waste pick up schedule.

### **REPORTS OF COMMITTEES**

#### **COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION**

9. Advising that the update on the Revolving Loan Fund has been accepted.  
*(Unanimous vote)*
10. Advising that the Finance Department reports:
  - Accounts receivable over 90 days
  - Aging report
  - Outstanding receivableshave been accepted.  
*(Unanimous vote)*
11. Advising that the City's Monthly Financial Report (unaudited) for the first seven months of fiscal year 2021, submitted by the Finance Director, has been accepted.  
*(Unanimous vote)*

#### **COMMITTEE ON LANDS AND BUILDINGS**

12. Advising that the purchase and sales agreement for 2 Bethel Court, having been withdrawn by the applicant, was received and filed.  
*(Unanimous vote)*

13. Recommending that the request to relocate the Office of Youth Services to the West Branch of the Library be approved.  
*(Unanimous vote)*

*HAVING READ THE CONSENT AGENDA, **ALDERMAN O'NEIL** MOVED THAT THE CONSENT AGENDA BE APPROVED. **ALDERMAN ROY** DULY SECONDED THE MOTION. MAYOR CRAIG CALLED FOR A VOTE. THE MOTION CARRIED ON A UNANIMOUS ROLL CALL VOTE.*

### **REGULAR BUSINESS**

14. Communication from James Porter advising the Board of his resignation from the Board of School Committee effective March 15, 2021.

***Alderman Cavanaugh** moved to accept the resignation with regret. **Alderman O'Neil** duly seconded the motion.*

Alderman Cavanaugh stated I just want to say that when James and his wife, Dr. Melissa Borthwick, moved into Manchester, they moved into the house right next door to my wife and I. Every year my wife and I have a Christmas party. We have a lot of friends over a few weeks before Christmas and James and Melissa moved in on that day. We went over and invited them and they accepted. They came over and met a lot of people in the area. Inevitably in that party some dancing broke out. I went walking into the living room and I see James with my wife up on one shoulder spinning her around the living room. I knew right then that James was going to fit right in. It is a great family and what James continued to do was go on to coach and umpire at Manchester North Little League. He coached soccer at Manchester North. He went on to the high school level to coach track and field at West as well as the Derryfield School. He was past president of the Manchester Running Club and was also a board member at the YMCA. It doesn't stop

there with his wife, Dr. Melissa Borthwick. She was a doctor in the area but finished at the Elliot Hospital as a specialist. For the past year she was on the front lines of this pandemic and the battle with Covid. She was working long hours and many shifts. It was trying for her but she treated people with compassion and care. Their daughter, Alice, is a student at Smyth Road School. She was involved in many activities in and out of school. It is just a great family that really embraced Manchester. They jumped in and loved the diversity and really worked to make Manchester a better place and a welcoming city. They are great friends and as much as we are going to miss them I want to thank them and wish them the absolute best on their next adventure.

Alderman O'Neil stated I can't top that other than they were my neighbors and we used to do the bus walk together. Their daughter Alice is a 4<sup>th</sup> grader at Smyth Road. They gave back a lot. Kevin went through it all like James serving officially on the Board of School Committee. Dr. Melissa Borthwick was originally in family care and she got transferred into working in the ER in the trauma unit during Covid and she put it all on the line there. They were just the kind of family that we look...she was from Tennessee and he is from New Jersey. They are the people we want to attract to this city. We are fortunate that for 14 years they were here. I can remember my first time meeting James. He was making popcorn at Smyth Road School for all the kids. I know that my wife, Karen, Daniel and I wish them nothing but the best of luck. They have been great friends and are going to be sorely missed. We wish them the best of luck in their move to Minnesota. Melissa's job is taking them out there. They are the kind of people we want moving to the city and we were fortunate to have them here for 14 years. Thank you, James, Melissa and Alice.

Mayor Craig stated it is a huge loss for the city and we all wish them the best.

***Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.***



***Alderman Cavanaugh*** stated *I would like to nominate Julie Turner for the School Committee vacancy in Ward 1. I did send her resume to Mr. Normand and ask that he forward it to the full Board.*

Alderman Levasseur stated I am just finding out about this resignation and it isn't in effect until the 15<sup>th</sup>. I believe other aldermen are allowed to bring in nominations so I think we should wait until the next meeting. I actually had somebody else inquire about it. I don't feel comfortable bringing the name in tonight but I think we should hold off on nominating anybody until the next meeting so people in Ward 1, if they are interested, can contact other aldermen. It is the prerogative of other aldermen to bring in names. I think this is a little bit premature because it is being done tonight. That is my wish and I hope the aldermen will agree with that. If you aren't going to close nominations tonight, we can bring somebody in at the next meeting and it will still have to layover for two weeks. I would respectfully request that we wait until the next meeting to bring in some names.

Alderman Cavanaugh replied I have been hearing about this for a couple of weeks. I did talk to some people that were interested who decided not to. I know it was posted by some other aldermen. My fear is this. With everything going on in the school district right now with the kids going back to school and remote learning transitioning back to full time, I think it is of the utmost importance that we move this. Correct me if I am wrong Matt but I believe per the Charter I can make the nomination tonight and it has to layover for two weeks anyway.

City Clerk Normand stated the Board can do that if they want.

Alderman Cavanaugh stated I would like to move the nomination. I don't want to see this seat unfilled if we have to wait another two weeks beyond the next meeting.

Alderman O'Neil asked did Alderman Cavanaugh make a motion.

Mayor Craig stated he made a nomination.

Alderman Terrio stated I think it is a tradition that usually the ward alderman makes the nomination and I don't have a problem with that. My only concern is we haven't even gotten the resume and I would like to at least look at that before I vote. Has the resume been sent out?

Mayor Craig replied this has to lay over for two weeks and you will get the resume as I understand it.

Alderman Porter stated Ward 6 has not had a person in that seat for quite a while now. I understand Alderman Cavanaugh's concern but if other people are interested they should have the opportunity to reach out to Alderman Cavanaugh or the aldermen at-large. We can nominate tonight but if we can give deference and not close nominations I think that would give the people in the city a fair opportunity if they were interested to reach out to either the at-large aldermen or the alderman from Ward 1.

Alderman Sapienza asked can't this wait until new business. We have an agenda so shouldn't we follow it?

Mayor Craig responded this is following the agenda.

Alderman Shaw asked can someone bring in a name at the next meeting or not.

Mayor Craig answered there is a nomination on the floor right now. The Board can make a motion to close nominations or they can keep them open. Whatever nomination is made has to lay over for two weeks. I believe everyone got an email from Matt on the

process today. This information has been in the *Union Leader* and it was in our packet which is public. I believe Alderman Cavanaugh mentioned that he has received some calls from people, not just the person he nominated. It is the prerogative of the Board as to how you want to move forward.

Alderman Barry stated I agree with Alderman Cavanaugh. This is his choice and we have always done it this way. I appreciate doing it this way because I think it means a lot, especially someone representing Ward 1.

*Alderman Barry moved to close nominations. Alderman O'Neil duly seconded the motion. Mayor Craig called for a vote. Aldermen Cavanaugh, Stewart, Long, O'Neil, Barry, and Gamache voted yea. Aldermen Roy, Sapienza, Levasseur, Terrio, Porter, Shaw and Hirschmann voted nay. The motion failed.*

*Alderman Hirschmann moved to keep the nominations open for an additional two weeks. Alderman Roy duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

15. Nomination(s) to be presented by Mayor Craig, if available.

Mayor Craig stated pursuant to Section 3.14(b) of the City Charter, please find below the following nominations which will layover to the next meeting of the Board pursuant to Rule 20:

Planning Board

Todd Connors to replace Jill Holt as an alternate, term to expire May 1, 2022

Water Works

Gary Hamer to replace William Trombly as a regular member, term to expire January 1, 2024

Craig Brown to replace Linda Miccio as a regular member, term to expire January 1, 2024

Trustees of Trust Funds

Mike Walsh to replace Colin Pio as a regular member, term to expire January 1, 2024

Office of Youth Services Advisory Board

Junior Munzimi to replace Kamal Basnet as a regular member, term to expire January 1, 2024

Airport Authority

Gregory Goodrich to fill a vacancy, term to expire March 1, 2024

16. Acceptance of public way dedications for Double Brook Road, Creekside Drive, Whitewater Drive and Rapids Lane.

*Alderman Long moved to accept the public way dedications. Alderman O'Neil duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote with the exception of Alderman Levasseur who abstained.*

17. Communication from the Board of School Committee requesting that the Board of Mayor and Aldermen forgive the \$2.8 million balance of their textbook loan.

*Alderman Long moved to approve. Alderman Terrio duly seconded the motion.*

Alderman Terrio asked what is the cost to the city if we forgive this loan.

Mayor Craig answered \$2.8 million.

Alderman Terrio asked how will it be paid. Would it be over a course of years or all at once? I assume they paid some of that money.

Mayor Craig replied it is \$400,000 a year that they pay.

Alderman Shaw stated I don't know if I can support \$2.8 million being forgiven. I think that at the most we should go on a year by year basis. If we are going to do any amount,

it would be \$400,000 and then see what happens next year. If we forgive this loan, it means that the \$2.8 million is against the city right?

Mayor Craig stated Sharon correct me if I am wrong but I believe the money came out of the one-time account.

Sharon Wickens, Finance Officer, answered it did. The original promissory note to the school district was \$3.2 million and this was back in July 2010. There was a 1% interest rate on this. The school district made the very first payment of \$400,000 plus the 1% interest in August 2011. There were some difficulties in the budget in FY12 and they asked to push that forward 10 years so the next payment would actually be due on August 1, 2022. This money did come out of the one-time fund and as these payments are made, well there was only one payment, but it does go back to the one-time fund.

Alderman Shaw stated I would still like to see it on a year-to-year basis. I think we could do \$400,000 this year in good faith and see what happens down the line because I think there will be more money coming in to them and maybe they can afford the \$400,000 a year when the next payment is not due until 2022.

Alderman Porter stated Sharon I just want to make sure I understand the fiscal impact on the city side of the budget. So these funds came from one time funds but on the city side we are relying on this payment as of August 2022 to help make up our budget correct? That is a payment that we are owed?

Ms. Wickens responded it is a payment that we are owed but it is not making up the budget. It is going back to the one-time fund, which is the reserve account. So it is just replenishing what we took out.

Alderman Porter asked by approving this forgiveness of \$2.8 million, that is \$2.8 million that we would not be able to put into the one-time account correct.

Ms. Wickens answered that is correct. The money came out of there and it will never go back.

Alderman Porter asked and the school district entered into this contract in good faith and they owe the money.

Ms. Wickens responded yes.

Alderman Porter stated I understand there are financial difficulties but this would be a lot more palatable...I agree with Alderman Shaw, if we were to look at it on a year-by year basis. If the person who made the motion would be amenable at the very least to discussing the 2022 payment it would be far more palatable. I can't support a \$2.8 million write-off. I don't know if whoever made the motion and seconded it would take an amendment. Would that be possible?

Alderman Long replied no. I wouldn't be amenable to that amendment and I believe in 2011 or 2012 I tried at that time to forgive this loan. That is when I think we gave them a five year extension to start paying us back. There was a one-time payment of \$400,000. In my opinion, if the school district gets additional funding, I am not going to be looking for them to put it into our one-time account. Let them have that additional funding. I certainly appreciate Aldermen Porter and Shaw's concern and their \$400,000 look at however I am very comfortable with waiving this \$2.8 million today.

Alderman Levasseur stated I think Alderman Terrio asked how much was paid and they only made one payment of \$400,000 so it is \$2.4 million now or was it \$3.2 million. What was the answer to that?

Ms. Wickens responded the original note was \$3,200,000. They made one payment of \$400,000 plus interest so the remainder on the note is \$2.8 million.

Alderman Levasseur asked they haven't made any of the interest payments at all or they only made one interest payment.

Ms. Wickens answered they made one interest payment in 2011. The amortization schedule that I have shows that on August 1, 2022 they would owe a principal payment of \$400,000 and an interest payment of \$220,000 so they would be making up past interest.

Alderman Levasseur stated I don't know this for a fact but my understanding is we are getting \$31 or \$33 million from somewhere. Would that not cover this Mayor? What is that money going to be used for?

Mayor Craig asked when you say we you are referring to the school district.

Alderman Levasseur replied yes.

Mayor Craig stated Dr. Goldhardt is on the line but I believe it is in that ballpark.

Alderman Levasseur asked did the school board have a vote to ask us to forgive this.

Mayor Craig answered correct.

Alderman Levasseur asked when was the vote.

Mayor Craig stated I don't remember the date.

Alderman Levasseur asked nobody brought up the fact that they were going to be receiving \$31 million. Maybe they didn't know. I haven't watched any school board meetings.

Mayor Craig stated I don't recall if we knew of that funding at the time of the vote.

Alderman Levasseur asked will Dr. Goldhardt answer the question about the \$31 million.

Dr. John Goldhardt, Superintendent, stated it is \$24 million. That is what we got and Karen DeFrancis' understanding was that the interest was waived by the aldermen when the last payment was made.

Alderman Levasseur asked are you able to pay us back with any of that \$24 million.

Dr. Goldhardt answered the school board's preference is that we use all of that money towards other areas within the district but this Board will make the decision as to whether or not we use that towards paying you.

Alderman Levasseur stated you could have paid it all at one time or you could have just been paying the interest on it. Is that correct? Is it a due and payable note now?

Dr. Goldhardt stated the agreement that was made many years before I got here was that we would pay in installments and my understanding from our business office was that it was to be an interest free loan and we were to start making payments again this year of \$400,000 a year until it was paid off.

Mayor Craig stated I believe that this Board took a vote to not charge interest.



Alderman Sapienza stated I want to thank Sharon for her explanation. This was money that we were hoping to get from the school district. This is not money that we are going to have to pay if we don't get money from the school district. It is money we already paid out back 10 or 11 years ago. The money is long gone. We hoped to get it back from the school district and we give them a budget every year so we are going to give them money and then they are going to give it back to us? It is a silly proposition from the beginning. The idea that we are talking about getting interest from our school district is foolishness. Do I like writing off \$2.8 million? No; but really squeezing the school district for \$2.8 million to help on the city side? That is nonsensical. I am going to support this because it was a silly proposition and it is hangover from 10 years ago. We should have just bought the textbooks 10 years ago. That would have been the right thing to do. If we needed textbooks, we should have bought them. Here we are talking about a loan 10 years later. The idea of getting interest from the school district is just reprehensible to me. I am going to support this. It is not going to go to the bottom line of the taxpayers in the City of Manchester. Thank you.

Mayor Craig stated to Alderman Levasseur's question, the vote was taken to ask the Board to forgive this loan on 2/17. On page 17 of your agenda packet it shows who was in favor and who was opposed.

Alderman O'Neil stated I spoke to Sharon and she gave me some background. Now I am confused about this interest. Was there a vote by this Board to say there was no interest on it? That would be great if there was and if there is a record that shows that. The agreement was that they wouldn't have a payment due until FY22 correct?

Ms. Wickens replied that is what I have. I did not go back to the original motion when they pushed this forward 10 years. They could have very well forgiven the interest. I neglected to go back and look at the original motion but I will do that.

Alderman O'Neil asked Sharon just for clarification, it shows up as a receivable for us on our books no matter what account it is going into correct. It still shows up as a receivable?

Ms. Wickens responded right now yes. We are showing it as a liability on our balance sheet.

Alderman O'Neil asked do you know how much money that account has in it.

Ms. Wickens asked the one-time account. It has \$3,463,000 approximately.

Alderman O'Neil asked Your Honor we used that money a few times I believe. It was used for budget reasons but generally it is used for economic development correct?

Mayor Craig replied yes.

Alderman O'Neil stated it has been used at least once to help with a budget that I recall.

Mayor Craig stated now since I have been on the Board. I believe the Board used it to purchase recycling toters and other economic development...we have not used it very often.

Alderman Roy stated thank you Alderman O'Neil for asking that question about how much money was in the account because I was going to ask that. It would almost double the account for us, which we will probably need in the future. If I remember correctly, we did take a vote to make it interest free. That is one thing I remember if my memory serves me well. Also I remembered there was a fight about this because it was for textbooks. I am sure that at that time the Board wouldn't have just given them money for textbooks. If I am correct, this is the same bond issue that we had and when we gave

them this money for textbooks they came back to us and told us they couldn't spend all of the money on textbooks and they spent the rest of the money on wages which is not what you should bond for. That is what I remember and I wasn't very happy about it at the time. I don't mind helping them out next year and if they want us to forebear something that is okay but to forgive it, I don't agree with that.

Mayor Craig stated Dr. Goldhardt I know you weren't here at the time that this happened but do you know if this money was used for textbooks.

Dr. Goldhardt responded my understanding is that it was used for textbooks because as far as I can look back we never had a line item in our budget for textbooks in the district.

Mayor Craig stated I recall it being used for textbooks as well.

Alderman Shaw stated I just want to reiterate that I think it would be a good compromise if we could just do the one year and then wait and see what happens after that. There could be big changes in the next couple of years. Who knows? I think a one year write-off of one payment with the next one due in 2023 or whenever would be a much better idea. I just think it is bad policy to do something like this and then not pay it back. I know it is the school district and I know it is important and everything but I think it is in good faith on both sides to do it this way.

Alderman Long stated this money wasn't bonded money. It came out of the one-time fund and it was used for technology and textbooks – upgrading of technology and textbooks. I believe both of those were...I know there was an issue with textbooks and there always has been. My understanding is the money was expended for technology and textbooks. I look at this like taking money out of my left pocket and putting in my right and then I am going to have my right pocket give me back this \$2.8 million so I can put it back in my left pocket. I do agree with Alderman Sapienza that this is absurd. This is

taxpayer money bouncing between two tax entities which is absurd. Again, we are going to give them money and we are going to expect them to give us this money back. In good faith, I am saying it has been 10 years so I absolutely support my motion.

Alderman Barry stated I have a question for Dr. Goldhardt or Karen DeFrancis. What would be the impact on our schools if we did not forgive this?

Dr. Goldhardt replied we would have to put this in our budget and pay it back. We would either use part of these one-time funds that we have that we would take from other items and we are using a lot of these funds on learning loss from the past year. So we would take it away from additional days for teacher training and teacher professional development, textbooks and curriculum materials and pay back the loan with that. Otherwise, we would have to take it out of our general fund.

Alderman Porter asked so putting aside the \$2.8 million, if we were to forbear the next payment, would that help the school district for the next fiscal year.

Dr. Goldhardt answered yes it would.

Alderman Porter stated some of my colleagues have brought up, and I don't disagree with Aldermen Sapienza or Long...I think back in January we allotted about \$700,000 to reconfigure a school and it wasn't a loan. It was paid for by the city. I think that entering into loan agreements with the school district is taking money from the left pocket and putting it into the right. I don't disagree with that. However, the district did receive the benefit of the bargain. They did receive the updated technology and textbooks. We do this on a monthly basis with chargebacks all the time. Anytime the city does work on school properties or what have you, there is always a chargeback. That money is always going from the left pocket to the right. Again, I want to reiterate that I think it is much more palatable right now to look at a forgiveness of the upcoming payment as compared

to the \$2.8 million. If we can't compromise on that as a Board...I think we have to look at this realistically. I agree that we probably shouldn't have entered into a loan agreement and we should have just given them the money if we had it but we didn't. That wasn't a decision we made. It was a past Board and we are tied to that decision. Again, I would just ask my colleagues on the Board to reconsider this and we will talk about it...I am prepared to vote yes to forebear the upcoming 2022 payment and then see where we are in 2023 but I am not prepared to forebear the entire \$2.8 million.

Alderman Sapienza stated I think the discussion here tonight points to how absurd this whole situation is. Some aldermen remember interest free and some aldermen remember it going to salaries and some aldermen say no it was textbooks and technology. Some of my colleagues want to forebear one year. My initial thoughts on forbearing it for one year was maybe that is a good compromise but as I think about it, we are going to end up having this same conversation next year with none of the facts changing. The fact is that we bought textbooks 10 years ago and now it is 10 or 11 years later and we are talking about robbing Peter to pay Paul. We loaned money to the school district. The school district is part of the city. We bought books for the city 10 years ago and now we are holding the school district hostage to get the money back. It is a shell game. Let's put an end to it. It was silly when we did it. It is still silly. Let's just end it. If we make them pay us \$400,000 next year, we are going to need to fund that \$400,000 or they are going to have to do without \$400,000 worth of services. Let's just put this behind us.

Mayor Craig stated there is a motion on the floor.

Alderman O'Neil stated one of the things I am thinking is that the school district has challenges. I don't know exactly what the new rules are about getting kids in school but there seems to be a big push on air exchange and all of that stuff. Could the plan with some of this federal money you are getting be to invest in some of that?

Dr. Goldhardt responded we have invested quite a bit of money already in that in our buildings. Our buildings are very safe and we are working on getting more and more students in our buildings. I want as many as we can get and we would like to get all of them in before the end of the year.

Alderman O'Neil asked so based on these new guidelines that are out, you believe that you are already meeting those.

Dr. Goldhardt answered absolutely. We had an independent inspector come in and say we far exceeded the requirements.

Alderman O'Neil stated that is great news and I hope you are going to get kids back sooner rather than later as a parent of a third grader. Thank you.

Mayor Craig asked the Clerk to state the motion.

City Clerk Normand stated the motion is to approve the request from the school board to forgive the \$2.8 million balance of the textbooks loan.

***Mayor Craig called for a vote. Aldermen Cavanaugh, Stewart, Long, Sapienza, O'Neil, Porter, Barry and Gamache voted yea. Aldermen Roy, Levasseur, Terrio, Porter, Shaw and Hirschmann voted nay. The motion carried.***

- 18.** Communication from Elizabeth Ann Moreau requesting that allegations against Alderman O'Neil be referred to the Conduct Board.
- 19.** Communication from Jon Claude Hopwood requesting that allegations against Alderman Levasseur be referred to the Conduct Board.

*Alderman Barry stated I would like to combine items 18 and 19 and move to receive and file. Alderman Long duly seconded the motion.*

Alderman Terrio asked the two aldermen that are the subject of these motions, are they allowed to vote. I assume they can't?

Mayor Craig answered that is really up to the Board to determine. I don't know if the Solicitor or Clerk want to weigh in.

City Clerk Normand stated from the Clerk's perspective, the Board decides whether a conflict exists within its membership. Inherently there are complaints against two aldermen and that is a decision for the Board and those two aldermen to make as to whether they want to abstain.

Alderman Long stated in the charter, Section 9.03 (e) Conflict of Interest...I don't know whether Aldermen O'Neil and Levasseur are going to abstain but it states that if they believe there is no conflict then the Board has the opportunity to vote as to whether they feel there is a conflict. So until we know whether Aldermen O'Neil and Levasseur are going to abstain because of a conflict, then this Board does not need to take any action with respect to determine whether we believe there is a conflict.

Alderman Hirschmann asked did you accept the motion to combine the two items.

Mayor Craig responded I did.

Alderman Hirschmann stated so I am able to speak on Item 19 then.

Mayor Craig stated we have a first and a second to take both items off and receive and file. Matt, do we need to vote on that or can we just go right into discussion?

City Clerk Normand replied if you have accepted the motion, you can allow the Board to discuss. It is not like you are taking it off the table. You can certainly discuss both items if you are okay with that.

Alderman Hirschmann stated regarding Item 19, I read the gentleman's letter. He wrote a rambling four page letter and he referenced so many unfactual things that this should be received and filed but before that happens someone has to set the record straight and I am going to do that. This alderman, did he make a mistake? Maybe. He paid a fine and what is a fine? A fine is a penalty for making a mistake. He acknowledged that he parked somewhere he shouldn't and he paid a fine. This is not a Charter violation. This is a witch hunt of some kind. Somebody talked to their supervisor and their supervisor ran down to the Police Station and filed a criminal complaint without even talking to the alderman. That is unheard of and that person isn't even a department head. That person should be written up and scolded. Something should have happened and I don't know what happened but that is another whole story. This should never happen. No alderman should have criminal charges filed on them. It is ridiculous. If it happened, the person who had the allegation should be down at the Police Station doing the criminal charges, not somebody who wasn't even involved. That is another whole matter that should be gotten to the bottom of. I am asking that this be received and filed because I read the letter and this gentleman has an animus towards the alderman. He has had some kind of a bad history over the years. He has come to public participation and said all kinds of bad things throughout the years and I am not letting it go. He can file charges on me next. That is what he is probably going to do because this person hasn't been rationale for the 10 years he has been coming to testify. This letter was really bad and it is really damaging to a public official. It is not right and as far as Item 18 goes, I have something to say about the Chairman of the Board also. I am not happy. I am not happy, Dan. I am not happy that you called me today and asked me personally not to do whatever should be done. If you did something and if this company used your image, you should be cheering



us on to go after this company, this Haynes and Associates, this Joe Haynes the President. If he used your image illegally, speak up. I read your letter and it says you know nothing about it. Well all of the sudden the website went down so you obviously called him to take it down and I don't blame you. If you are not a Vice President of that company, you shouldn't be referenced. They were probably getting undue gains by using your image or your influence somehow. It probably doesn't have anything to do with you but if they used me I would be calling my lawyer as well. I really didn't think these two items should be combined. I think they are two separate items but if the Board wants to vote on them as a pair...Alderman Levasseur wants to go to the Conduct Board and clear his name so send them both to the Conduct Board. Don't receive and file these. Get to the bottom of both of them tonight. Those are my comments.

Alderman Porter stated these are difficult decisions. I would like to hear from my colleagues actually as to whether or not they believe they should go to the Conduct Board. Citizens of this community have filed a complaint. I am not going to be the final arbiter of the validity of those complaints. We haven't heard from either alderman as to what happened. If the aldermen wish to speak to it they can. I understand that these are difficult times. I read both complaints and I agree with what Alderman Hirschmann said. Thank you.

Alderman Sapienza stated I think with both of these items the public knows what the situation is. The public is going to vote in November. We can send it to the Conduct Board which has virtually no authority and no investigative powers. It is basically a political clown show. People are calling for independent investigations. Well nobody has subpoena power and nobody has deposition power. It is a bunch of foolishness. Let's face it. This is Manchester and you have two political groups sniping at each other. This is a great example. 18 is sniping at 19 and 19 is sniping at 18. The public knows what went on. It has been in the paper. If somebody wants to do an investigation, go do an investigation and bring us an actual crime. I think it is time to put this foolishness

behind us. We need to work on picking up the trash and we need to work on paying for textbooks and we need to work on the city budget. I am happy to put this behind us. It is a bunch of foolishness. I am glad we combined them because it is both ends of the spectrum. Let's get them out of here.

Alderman Cavanaugh moved the question.

Alderman Roy stated I have a question on the motion. Is this vote just to combine the two items or combine them and receive and file?

City Clerk Normand stated the motion on the floor is to receive and file. I think Alderman Shaw has a question too.

Alderman Shaw stated I was going to make a comment but you closed comments correct.

Mayor Craig replied you can go ahead.

Alderman Shaw stated I agree with Alderman Sapienza. I don't think either one of them are foolishness but I think that the public has the information. I think people have looked at both things from different aspects. I think it is up to the public to make a decision on what they want to do come election time. I think that there should be more information and if there is any it should be communicated to the Board. I don't think that going to the Conduct Board which I agree doesn't have any investigative powers...it is in the best interest of the city to put this behind us so we can move forward with the things we need to deal with.

**Mayor Craig** called for a vote. Aldermen Cavanaugh, Stewart, Long, Sapienza, Terrio, Shaw, Barry and Gamache voted yea. Aldermen Roy, Porter and Hirschmann voted nay. Aldermen O'Neil and Levasseur abstained. The motion carried.

**20.** Report(s) of the Committee on Community Improvement, if available.

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the Public Works Department to apply for NH DOT Transportation Improvement funding (TAP4) for complete street improvements on Canal Street be approved.

*Alderman O'Neil moved to accept the report and adopt its recommendation. Alderman Cavanaugh duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

**NEW BUSINESS**

*Alderman Barry* stated I apologize because I should have taken care of this last night in the Public Safety meeting. I would like to *move to allow the Hibernians to paint shamrocks on Elm Street*. There is no parade this year but they would like to continue the tradition of painting the shamrocks on Elm Street.

*Alderman Cavanaugh* duly seconded the motion. Mayor Craig called for a vote. The motion carried with Aldermen O'Neil and Levasseur abstaining.

Alderman O'Neil stated the Parade Committee is going to pay to have Parks & Recreation put up the Irish flags as another tradition that goes on every March. That will be happening also.

Alderman Levasseur stated I am not sure how many members of the Board have gotten this call but I have had four calls. The calls that I have gotten have been from upset people on the issue of yard waste pick up in June, July, August and September. I spoke with Mr. Sheppard because it kept coming up and people are upset with us. I guess we voted for a yard waste plan and I don't remember if there was any debate on them cutting

back on the yard waste pick up in the summer but people are upset and I have had to take calls and spend time on the phone with them and try to calm them down. I did speak with Mr. Sheppard and he said we can add some more dates in those months for \$57,000. I think Alderman Cavanaugh you probably got some calls because most of the ones I got were from Ward 1. I got one from Ward 8. We need to add at least another week. I think May has three pick-ups and we may need to move one of those to June. We need to make that extra money available for that.

Mayor Craig stated Alderman Porter sent a letter about this that was on the agenda this evening for referral to the Solid Waste Committee.

Alderman Levasseur stated I don't want it to go back to the Solid Waste Committee.

Mayor Craig responded well that is what the Board voted to do this evening.

Alderman Levasseur stated I already know the cost. It is \$57,000.

Mayor Craig replied that is not the cost.

Alderman Levasseur stated well that is what I was told. It is \$23,000 per week. Maybe Kevin Sheppard could weigh in on this.

Mayor Craig responded the thing is that you and the rest of the Board already voted on this for it to go back to committee to be discussed and that is where it should be. It is going back to the committee and will be discussed there.

Alderman Levasseur stated I don't know why you have to do that.

Alderman Porter stated that is exactly why I put my communication on there. I thought the cost was closer to \$70,000. I think every now and then we as the Board can make a mistake and not realize the impact that our decisions will have on our constituents. Like Alderman Levasseur, between Ward 6 and 8 residents my phone has blown up. These are people you never hear from but this really impacted them so I am hoping the Solid Waste Committee can meet sooner rather than later and we can get that ironed out. That is why I put it on the agenda for referral to committee.

Alderman Levasseur stated I have one other issue quickly. There was a story on Ink Link about Alderman Long going out and negotiating for tiny houses. I don't remember that being a motion of the Board. Maybe I missed it. I don't know if the story was wrong or if you are negotiating for somebody else or the city. I would like an update on that because I am not in favor of the City of Manchester spending money for tiny houses. I just want that on the record and I don't know if Alderman Long would like to opine on that. I have gotten a lot of calls and emails about that.

Alderman Long stated I am not negotiating anything. I have inquired about pricing and they have given me pricing. They are not tiny homes. They are modular units. Back in February 2020 I spoke about a consolidated area with respect to unhoused and unsheltered. As we heard tonight, the Manchester Continuum of Care is doing their job with respect to the homeless, however, I don't get the perception that there is a lot of concentration on the unsheltered and that is what I am concentrating on. I think that is an issue in Manchester that needs to be brought forward. Every day I wake up with the unsheltered in my head and what I can do to move forward on taking care of that issue. That is exactly what I am doing.

Alderman Levasseur stated you were quoted as saying that you were negotiating the prices down. If that is not accurate, you probably want to get that corrected.

Alderman Long replied I am asking them for pricing and it is based on how many you get. The negotiation is still there. I am not negotiating for the city. I don't expect the city...this has to come to this Board no matter what I come up with. It has to come through this Board. I can't pass this on my own. I can get a number and if the Board wants a lower number, we will go after a lower number. I am not negotiating for the city. I am looking to get this package together and in that package is the cost and set-up.

Alderman Roy stated I want to speak to the letter that I sent out this week and explain why I wrote it. The reason that I called for an independent investigation in Alderman O'Neil was because I don't believe that the citizens would believe any local group investigating when they found there was nothing wrong. They would think that the fix was in. I believe that the AG should look into it. I know the AG sent it down to us but I think what he was doing was sending it here so we could look at it first before it was referred to him. I think we need that investigation to show transparency in our government and to rebuild the trust of our citizens. I wrote the letter because I took an oath to uphold the city Charter and in the Charter it says we can't even give the perception of non-ethical, non-honest government. That is what I am doing. If you don't have the same beliefs as I do, that is okay with me but I put mine in writing. You can vote against sending it for an independent investigation in which case you are voting against the Charter in my eyes and you are voting against transparency. That is something that I think we need. I think the citizens throughout the country have lost faith in government and this is not going to help if we don't have an investigation. I hope there is nothing there but a company that did something wrong and not that Alderman O'Neil did anything wrong. I want him vindicated for that. Thank you.

*Alderman Roy moved to send the issue regarding Alderman O'Neil for an independent investigation. Alderman Levasseur duly seconded the motion.*

Alderman Shaw stated I was under the impression that an independent investigation meant independent and not the Conduct Board. Is that correct?

Alderman Roy responded that is correct. An independent investigation by somebody not aligned with city government.

Alderman Barry stated I guess what Alderman Roy is asking is that any time anyone submits a complaint about any alderman we should go out and have an outside investigation done. On one hand he says he doesn't see that Alderman O'Neil did anything wrong but then he says he wants him to be vindicated. I don't get it. It is kind of odd for someone to bring something forward and complain about an alderman with no proof of any wrongdoing but just says hey I don't know if he did anything wrong but I want you to look into it. That is the main reason I made the motion to receive and file that complaint. It is like the prosecutor going into the courtroom and telling the jury I don't know if the defendant committed a crime but I want you to find out if he did. That is exactly what this letter is. There is no date of any violation of the Charter; nothing was presented and you want to have an outside investigation of an alderman? Give me a break.

Alderman Roy stated you are absolutely right. That is exactly what I want is an outside investigation because nobody has done an investigation and what has been presented in the public is not good and it paints us all with the same brush and people now want to know why I am corrupt. We need to clear this up. You guys were absolutely right that the Conduct Board has no power whatsoever. The Conduct Board can only give us advice. Alderman Sapienza was right that they don't have subpoena power but the AG does. How do you find out if this company was wrong? How do you find out if Alderman O'Neil was wrong? You are going to have to get W-2's and 1099's and everything else. That is why somebody like the AG should be investigating it because there has been a complaint made.

Alderman Barry stated again are we just going to open it up so anyone in the public... correct me if I am wrong Matt or Solicitor Rice but the complainant in regards to Alderman O'Neil has all the right in the world to do research and see if he violated the Charter and be specific. Show us the date that he voted that was a conflict because he had personal financial interest and then maybe you have a case. To just throw something out there and say you know what I don't have any proof that he did anything wrong but just in case he did investigate it...come on. Is it going to continue? Go to the school board. Let's investigate everyone on the school board to see if they ever, since they were elected to the school board or aldermen or the Planning Board...anyone that is on the Planning Board did you ever vote on anything where you ended up doing work with that company or contractor or whatever? Where is it going to end and who is going to pay for this outside investigation? The AG's Office isn't going to take something like this. You say there is a perception but she doesn't even indicate what he did wrong and when he did it wrong. It has been reported that she is running for alderman at-large. We all know what this is all about and you are going to continue it by asking for an outside investigation? Come on.

Alderman Long stated I just want to clarify the communication from Alderman Roy. In the second paragraph on the second line it says "the avoidance of conflicts of interest and public perception of ethnic and honest conduct". I believe you meant ethical. I just didn't want a member of the public to think there was an ethnic issue. Can we correct that on Alderman Roy's communication?

Alderman Roy stated thank you for picking up on that.

Alderman Porter stated I am going to support Alderman Roy on this because here is the bottom line. If this company used a sitting alderman's likeness and used his information to attract business to gain financially and I am talking about the business gaining



financially, what is to stop that from happening to any one of us. If another group out there decides they want to use our likeness and claim that they have close ties to the City of Manchester and claim that you are a VP or I am a VP of their company...this has put a stain on us. What is interesting about the Charter, and I can tell you firsthand that people literally say to me the Charter only applies to them and not to the aldermen on this Board. I think that we as a group want this air cleared. I think it is kind of ironic not having all of the facts and making a statement...some of us have been under that microscope and we get it. People don't get all of the facts and they make a statement. I think this is a situation that warrants an independent investigation; one that is not tied to the City of Manchester and one that would not in any way be influenced by anyone in this city. If this group used the alderman's likeness to gain financially and did it in violation of a law, we should have that investigated. We have to stand firm on these things. It can happen to any one of us. If we just let this go then we are no better. We have a Charter and I suggest that we start following it. I have made my bones about that before with the third assessor. Maybe we should all go to the Conduct Board for violating the Charter because again the Charter says "shall have three assessors" and this Board has refused to act upon it. Maybe we should all go to the Conduct Board for violating the Charter. I don't know but I think an independent investigation is warranted here at the very least to show this company that they should not be using somebody's likeness without their authority to gain business. Thank you.

Alderman Levasseur stated Alderman Barry I appreciate what you did with the motion you made before but your speech about whether or not we should just go out and investigate anybody based on somebody making an allegation...I was investigated by the Manchester Police Department and the HR Department for kind of bitching a little bit about getting a parking ticket. That's it. I got a parking ticket and I paid it that night. A few weeks later I find out that I have been investigated by the Police Department. They wrote a one-sided report that I didn't know about that I never got a chance to even weigh in on. Then I get a call from the HR Director and they want to talk to me about it. After

I talked to them and told them my side of the story they were like maybe we should have asked you about it before or maybe somebody should have called you. Maybe if the Parking Control Manager would have asked me for my side of the story I wouldn't have had to be investigated. It is always amazing how the rules always apply to the city. They have a separate set of rules for me, Joseph Kelly Levasseur, who has been investigated and been put before this crap stuff with you guys on the Board probably five times since I have been an elected official. This guy over here isn't the one who is being charged or investigated. Nobody is saying that O'Neil is being investigated. I brought this up two weeks ago and everybody said oh you are taking the bait, blah, blah, blah as if it was a big scam. Haynes & Associates are the ones that wrote all of this stuff and listed all of the companies that Alderman O'Neil worked for. He supposedly worked for four other companies but none of them were ever listed on his disclosure forms. He should be concerned about that. The day after we discussed this two weeks ago, alderman, the website disappeared. The website of Haynes & Associates no longer exists which raises questions. What really raises questions is the letter that Alderman O'Neil wrote. He was the one who said "I had no idea that I was a Senior Vice President. I had no idea that they had appropriated my identity." I went and did a little bit of research because Alderman O'Neil has received \$300 from the Haynes Brothers from the company Haynes & Associates. I looked at their PAC and their PAC doesn't list that they gave him the money. They list a lot of other people. They gave a lot of money to Mark Walsh. They didn't list that they gave Alderman O'Neil any money. So the investigation that Alderman Roy is appropriately asking for is about Haynes & Associates. First of all, the Conduct Board doesn't have enough members on it and the political parties aren't exactly the way they are supposed to be per the Charter so that is a toothless tiger. They have no subpoena power and no authority to bring in anybody from Massachusetts and it is a Massachusetts company. You would be as suspicious as anybody else about this issue. If somebody did that to you alderman or any of us, you would be demanding an investigation because if they are using our biographies and our city without our knowledge...now there has been more digging into this thing and all of the companies

that are associated with Alderman O'Neil. All of these interesting companies that he has worked with have dealt with Manchester and some city projects; the JFK for one and other projects that I don't want to get into right now because I don't want to make it about Alderman O'Neil. You either believe that or not but I would like to know what is going on with Haynes & Associates in Massachusetts who used him, put his name up there, called him a Senior Vice President and then as soon as somebody finds out about it two weeks ago when I bring it up in an aldermanic meeting, the website just disappears and goes away. When we talk about investigations and we should investigate people, I was investigated on an unfounded allegation by two different departments in the city. This deserves an investigation. My parking ticket didn't deserve an investigation; a complaint made by a third party, not even the person I spoke with. Three-quarter of the facts that were listed in the police report are bull crap. That is a bull crap story and it is a bunch of lies and falsehoods and misrepresentations. I am not going to sit here and defend myself from the nonsense. I have a TV show to do that. You can't sit here and tell me that Joe Levasseur gets to be investigated by the Police Department without his knowledge and without ever being able to tell my side of the story and the HR Department over a parking ticket and Alderman O'Neil gets off and the company is not going to be investigated for what they did. A serious allegation has been brought forth; a real actual allegation and something that has real meat to it that anybody with a reasonable mind would be reasonably suspicious about. It calls into question a lot about Alderman O'Neil. He admits that he worked there and he admits that he got money from them and he admits that he consulted for them but he doesn't know anything about being up on the website and two weeks later, poof the website disappears. He takes money from the Haynes Brothers and they don't disclose it but he does. Those are more questions. By the way, this was first sent to the AG's office by Elizabeth Moreau. Whether she is running for alderman or not, I give her credit for going out and doing some investigative work on her opponent. She is no ordinary person; you are right. You are right Alderman O'Neil. She isn't an ordinary person. She is smart. She did something that not a lot of people can do. She brought it up to the AG's office and you

know what they did? They kicked it down to Manchester. They kicked it down to Solicitor Rice who did her job. Then there are questions about the responses in emails by Alderman O'Neil that don't make any sense. I didn't hire an attorney. I did hire an attorney. Then we find out he calls up Alderman Hirschmann today and tells him you better not support this because if you do I am going to come after you. That is the Chairman of the Board of Aldermen attacking another alderman and threatening him. That is kind of like extortion. This is real stuff that we are talking about, not a parking ticket that you guys all decided was a big joke because it is funny when it is Joe Levasseur. None of you other guys would have gotten a parking ticket, I guarantee you that but I am a special kind of person here because I do my job as a watchdog for the City of Manchester and keep an eye on government. I have to pay the price for that. Yes, we need an investigation. We need a damn good investigation and it needs to be done by the Attorney General's Office who should be contacting the Secretary of State in Massachusetts and demanding an investigation into Haynes & Associates. If this Board doesn't do so, it is not ending here tonight. I can tell you that. Thank you Mayor for your indulgence. I appreciate it very much.

Alderman Sapienza stated I am all for all the investigations anybody wants to do. Go ahead and do them but I am pretty sure this Board doesn't have the authority to tell the AG in NH what to investigate and what not to investigate. If they decide to investigate, they will. There is no need of us telling them what to do. As far as an independent investigation, go do your independent investigation. Have at it but if you are coming to this Board and asking for money, I am not going to hire a law firm and spend tens of thousands of dollars to pursue these, quite frankly, two politically motivated sniping. It is both sides of the Board. I have been here six years and there are two sides of this Board. They are going at each other. Here we are in public cannibalizing ourselves as a Board. You did this and you did that. Well if you want to investigate, go ahead. Is the motion to have an investigation? I will vote to have an investigation but I am not paying a dime for it and I am not going to hire anybody to do it. If somebody wants to do it, let them do it.

They don't even need our vote. I don't know what the conversation is about and I don't know what the end game is here except to have some political fear. Let's put an end to this conversation and call the question if there is even a question. Let's move on to the next item. That is what I suggest.

Alderman Roy stated I am not asking for money. I am asking for the Board to ask the AG to investigate and you are right that we can't tell them. They can make their own decision.

Mayor Craig stated Solicitor Rice someone mentioned in the conversation tonight that this already went to the AG's Office and they sent it to Manchester. Is that correct?

Alderman Levasseur responded if I may, the email that came from Dick Tracy stated that it should first come to the City of Manchester and we should investigate it here. That is what I got from that email. It looked to me like...again if that was me there would have been search warrants out and all kinds of stuff. I guarantee that. There is a separate set of rules for Democrats.

Mayor Craig asked can I have the Solicitor answer please. Is the Solicitor on the line?

City Clerk Normand answered I don't see her.

Alderman Long stated what I know is what I read in the paper. What I am hearing is the investigation on Alderman Levasseur was for parking illegally? Was that the investigation? I don't know if I can ask Alderman Levasseur but the investigation was on your parking at a bus stop?

Alderman Sapienza stated point of order. We have already received and filed this. Let's move on.

Alderman Long stated I heard Alderman Levasseur for 15 minutes opining on that. It wasn't for parking. It was for treatment of...

Alderman Levasseur interjected go back to your tiny houses. If you want to talk about it, call me. He is just running off his mouth and I am not getting into an investigation.

Mayor Craig stated I am going to recess the meeting if you continue. We gave you the floor. Give other members the floor please.

Alderman Levasseur stated he is calling me out by name.

Alderman Long stated that is not the way it works for the Republicans. They want the floor and just gag us. I know it is absolutely foolish but I am fed up with this. My understanding is that the investigation wasn't on parking but on the treatment of an employee. I don't know what employee or where but that is my understanding. You are absolutely right Alderman Sapienza that it should be a moot question because we already got rid of that but Alderman Levasseur was able to give his comments so I needed to correct the record. Thank you.

Mayor Craig asked the Clerk to read the motion on the floor.

Alderman Levasseur stated if I may since he called me into question, it was unfounded.

Mayor Craig recognized Solicitor Rice.

Emily Rice, Solicitor, stated I am sorry. I was on the phone but nobody could hear me. I think your question was about the email that was sent to me by Nicholas Chong Yen who is an Assistant Attorney General. I don't recall the specific text of the email. My impression was that it was being sent to me to take some action and that no action was

going to be taken at that point by the AG's Office. That is the impression I got from the email. I think that I provided a copy of the email to everyone. I think everyone has it. I would be more than happy to look it up if that would be helpful but that is my recollection.

Alderman Levasseur stated I don't think the email was sent to the aldermen. It was sent to Ms. Moreau who I believe shared it. If you could read it out loud that would be better because we could get a better understanding of it. My understanding is that they kicked it back to the Solicitor's Office. I think they wanted the Solicitor to opine on it first and I think you did a good job. You asked some questions and you actually got a response. I think that now that it has been aired out and there has been a denial letter and Haynes dropped the website, it calls more things into question and should go back to the AG.

Alderman Sapienza stated point of order. This has already been received and filed tonight. If somebody wants to bring it up, they can do it at the next meeting.

Alderman Hirschmann stated it is a new letter from Alderman Roy.

Alderman Roy stated two letters were received and filed. They were not mine.

Mayor Craig stated we received and filed sending the issues to the Conduct Board. Matt can you read the motion on the floor so we can take a vote.

City Clerk Normand stated the motion as I understand it which was made by Alderman Roy and seconded by Alderman Levasseur is to ask the Attorney General to conduct an independent investigation into the Alderman O'Neil Charter allegation.

Alderman Sapienza asked both allegations or just one.

City Clerk Normand answered Alderman Roy can speak for himself but I believe he was responding to the Charter allegation against Alderman O'Neil.

Alderman Roy stated I was responding to the Charter allegation and it involves the company in Massachusetts.

Alderman Levasseur stated point of order. The motion that I thought I seconded was to investigate Haynes & Associates, not Alderman O'Neil. Haynes & Associates is the company that appropriated our alderman's identify. Haynes & Associates is the one that has caused all of this confusion. The letter that was written by Alderman O'Neil calls into question even more of the situation with Haynes & Associates. I don't believe that this Board can just go out and do an investigation and I wouldn't recommend that we do. I do suggest that we ask the AG's Office. Whether they can investigate it or not we will find out. Maybe they can at least call the state of Massachusetts AG and investigate this company. We need to get to the bottom of this to find out what this is all about.

Mayor Craig asked was that your intent with the motion Alderman Roy.

Alderman Roy stated I believe it is two-fold. If, in fact, this company was using his picture and his bio with his permission then there is a problem with the Charter. If it wasn't, then it is a problem with that company. I think it is a two-pronged investigation. If the allegations are true then the Charter was broken.

Mayor Craig asked what is your motion so we can be clear on this.

Alderman Roy moved to ask the AG to investigate the situation with the possible Charter violation between Alderman O'Neil and Haynes & Associates from Massachusetts.



City Clerk Normand stated I have the email from the AG's Office to Emily Rice that was sent to the Board on 2/11 if you want me to read that.

Mayor Craig replied yes go ahead.

City Clerk Normand stated it says:

Good Morning Emily. Happy New Year! I hope you had a restful holiday. Dick received the below email from Ms. Moreau regarding a Manchester alderman and an alleged conflict of interest. Would your office be able to answer her questions on the subject? I had emailed Ms. Moreau and told her that her questions would more appropriately be addressed by local officials however I am not sure who exactly to send this to.

That is from Nicholas Chong Yen.

*Mayor Craig called for a vote. Aldermen Cavanaugh, Stewart, Long, Sapienza, Barry and Gamache voted nay. Aldermen Roy, Levasseur, Terrio, Porter, Shaw and Hirschmann voted yea. Alderman O'Neil abstained. The Mayor broke the tie and voted nay. The motion failed.*

Alderman Long stated I received communications a couple of months ago from the Franco-American Center who is going to be doing a geotour in New England for the anniversary of the 900,000 or so Canadians moving into New England – Massachusetts, Maine, NH and Vermont. They had asked us to help them secure locations in the parks. I spoke to Mark Gomez and he said there is no authorization needed. They are little geocaches that people find and use their phone to get a history of that location with respect to Franco-Americans. They were asking for a \$500 contribution from the City. Woonsocket, RI gave them the \$500 and they put them on their website. In 2011 25% of Manchester residents were Franco-Americans so I thought it would be a good thing for the Board to do. I was going to ask for contingency money but with the budget situation

I won't make that request. I do want to thank Aldermen Shaw, O'Neil and Cavanaugh and Mayor Craig for contributing. If anybody else is interested, you can just send me an email or text. I have \$460 of the \$500 they are looking for. Again, thank you for your contributions.

Alderman Shaw stated just to go back to Alderman Long when he was talking about the units for homeless, am I correct that these things are indoor units and not tiny houses or anything like that. They are indoor cubicles like they had down in Cambridge that would be set up in say 1269 Café or New Horizons or FIT or wherever they could set up these units to serve as permanent housing for these people who are working and trying to get themselves established and things like that. They would have a small apartment that is their own but they are portable units that are set up inside and not outside correct?

Alderman Long replied they are for inside or outside and asphalt or grass. They have multi purposes. You could set them up outside. They have heating elements that you can hook up as well as electricity. You could put them inside a building also and not have to hook up the heating and lighting.

Alderman Porter stated last night we had a meeting with Ted Kitchens on the Airport Committee and I just wanted to give a few updates. They received an award having to do with how they approached and continue to carry out the cleaning program, especially through Covid. They are the only airport in New England to have received this particular award. I can tell you that having recently used the Manchester Airport services he and his staff are doing an amazing job ushering passengers through feeling safe. The mask policy is in full swing. I just wanted to give them a shout out. I know there were some questions from my constituents about the new cargo terminal. I certainly won't speak for Ted Kitchens, nobody can, but he explained to the committee that where this terminal will be will not impact any potential future growth for additional gates and gate service for airlines. He gave us a thorough presentation and I wanted to put aside any fears

anybody may have that this would impact that. The next thing I want to say is I probably took a few by surprise tonight with my vote on the \$2.8 million but I have to tell you that I agree with Alderman Sapienza. I think moving forward we should really stop trying to create loans with taxpayer money to another entity like the school district. I think it just gets us into these long winded debates and in the end if we had the money we should have given it to them. That is why I voted to forgive the loan. The theory of lending the school district money just doesn't sit well with me. That being said, I do think this Board should take a hard look at making the school district a city department. I think a lot of us have seen what I consider to be serious fiscal mismanagement on the school board side. They have refused to make the cuts where they need to make them. They send a budget to us that requests more money when student enrollment is down. I think we really have to look seriously and I don't know if we have to do a Charter change and something that I would have to speak to the Solicitor about but I think it is something the Board should take a serious look at because in the end we are the ones that get blamed for whatever monies we give them. We should really have it under one roof. It is something that I would be happy to talk to Emily about off-line as to how to go about doing that if this Board's wishes were to do that.

Alderman Hirschmann stated I got an email that came in late from Jeff Cercel. He is the owner of the old French Hall on Hackett Hill and founded the laser company, Cercel Industries, up there. There is an easement on his property that allows traffic to go out the city's development, the Hackett Hill Research Park. This gentleman wants to enter into a discussion about how he could work with the city to make the access or easement better for him and for the city. He has a proposal. I don't know if that should be referred to the Lands & Buildings Committee or if it should go to staff like Bob Gagne and others. I think the Mayor's Office should be involved also. Can I refer that to City staff?

Mayor Craig responded yes. If you want to send it to our office, we can help coordinate and assist him. I want to mention a couple of things that are in the packet you received.

One is there is a resignation letter from Gail Senno, the Senior Services Director. She will be here through the end of March. Also, I wanted to let you know that we are being proactive in preparing for in-person meetings again. There is still work that needs to be done. The City Clerk's Office is working with Public Television and testing some things because most likely there will be some kind of hybrid where some people are in person and there may be others that are not. We are expecting the Governor to provide new reopening guidelines by the end of the month. Right now, there are still the restrictions in terms of wearing a mask and 6' distancing in our chamber. There are only spots available for 18 people other than ourselves. I think we will have a better idea of where things are at the end of March or beginning of April. I just wanted you to know we are looking into that.

***Alderman Roy** moved to accept the resignation of Gail Senno with regret. **Alderman Long** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

City Clerk Normand stated I have the unofficial results from the election held this evening. This is just off the tabulator tape and doesn't include any hand count ballots. We had three candidates on the ballot. The first candidate, Gerry Gibson, received 13 votes. Sebastian Sharonov received 119 and Scott Britton received 82. Again those are unofficial results. There were 214 ballots cast along with two blanks. Not a huge turnout.

Mayor Craig asked when is the general election.

City Clerk Normand answered May 4.

*There being no further business, **Alderman Roy** moved to adjourn. **Alderman Cavanaugh** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk

# Manchester Continuum of Care Overview

Manchester, NH 2021

Erin Kelly, Chair, Waypoint

# Objectives

- Responsibilities and Membership of Continuum of Care
- Responsibilities of the Collaborative Applicant
- What is the City Consolidated Plan?
- What are the MCoC planning activities?
- Community Response to Homelessness
- Continuum of Care Funding
- What other funding is in the community?



## Responsibilities of a Continuum of Care

- Promote communitywide commitment to the goal of ending homelessness
- Hold meetings of the full membership, with published agendas, at least semi-annually; Adopt and follow a written process to select a leadership committee to act on behalf of the Continuum of Care;
- Support subcommittees to address HUD goals, which currently include: Veteran Homelessness, Community Care Team, Youth and Young Adult Homelessness, Coordinated Entry, and Outreach Collaborative.
- Collaborate with the Consolidated Planning jurisdictions.
- Annual monitoring of the HUD grant and system performance. Applying for new funding when available including CoC bonus funding.
- All federally required data reporting including the System Performance Measures, Point in Time count, Housing Inventory Count, Longitudinal System Analysis, and the Annual Homelessness Assessment Report



## Responsibilities of a Continuum of Care (cont.)

- Develop and maintain a Coordinated Entry System to prioritize available Permanent Supportive Housing beds based on vulnerability. Collaboration among diverse service providers to quickly rehouse individuals and families who are homeless to minimize the trauma and dislocation caused by homelessness
- Promote access to and encourage usage of mainstream programs by individuals and families who are homeless; and
- Plan and conduct the annual Point in Time (PIT) count.
- Conduct annual needs assessments, racial disparity assessments, and gaps analyses



# Manchester Continuum of Care Leadership Team

Name	Agency	Position
Erin Kelly	Waypoint	Chair
Stephanie Savard	Families in Transition	Vice-Chair
Ellie Huot	Waypoint	Clerk
Matt Bouchie	Mental Health Center of Greater Manchester	Member At Large
Mary Sliney	The Way Home	Member At Large
Katie Tovar Paciulan	Harbor Care	Member At Large
Todd Fleming	City of Manchester – Community Improvement & Planning Department	Member At Large
Mark Stokes	Families in Transition	Member At Large
Lorinda Estabrook	YWCA	Member At Large
Bianka Beaudoin	The Way Home	Member At Large



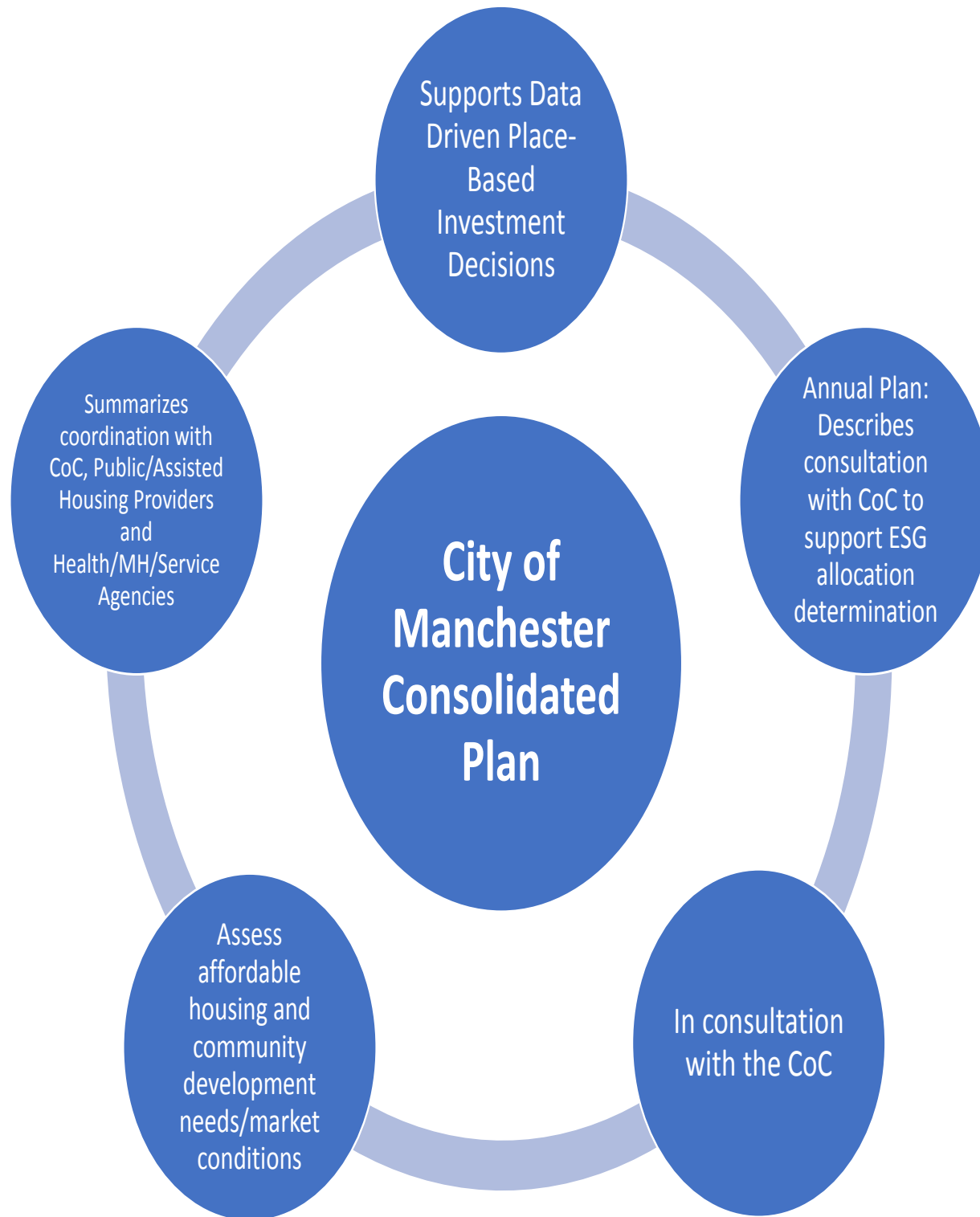
# Who is the Manchester Continuum of Care?

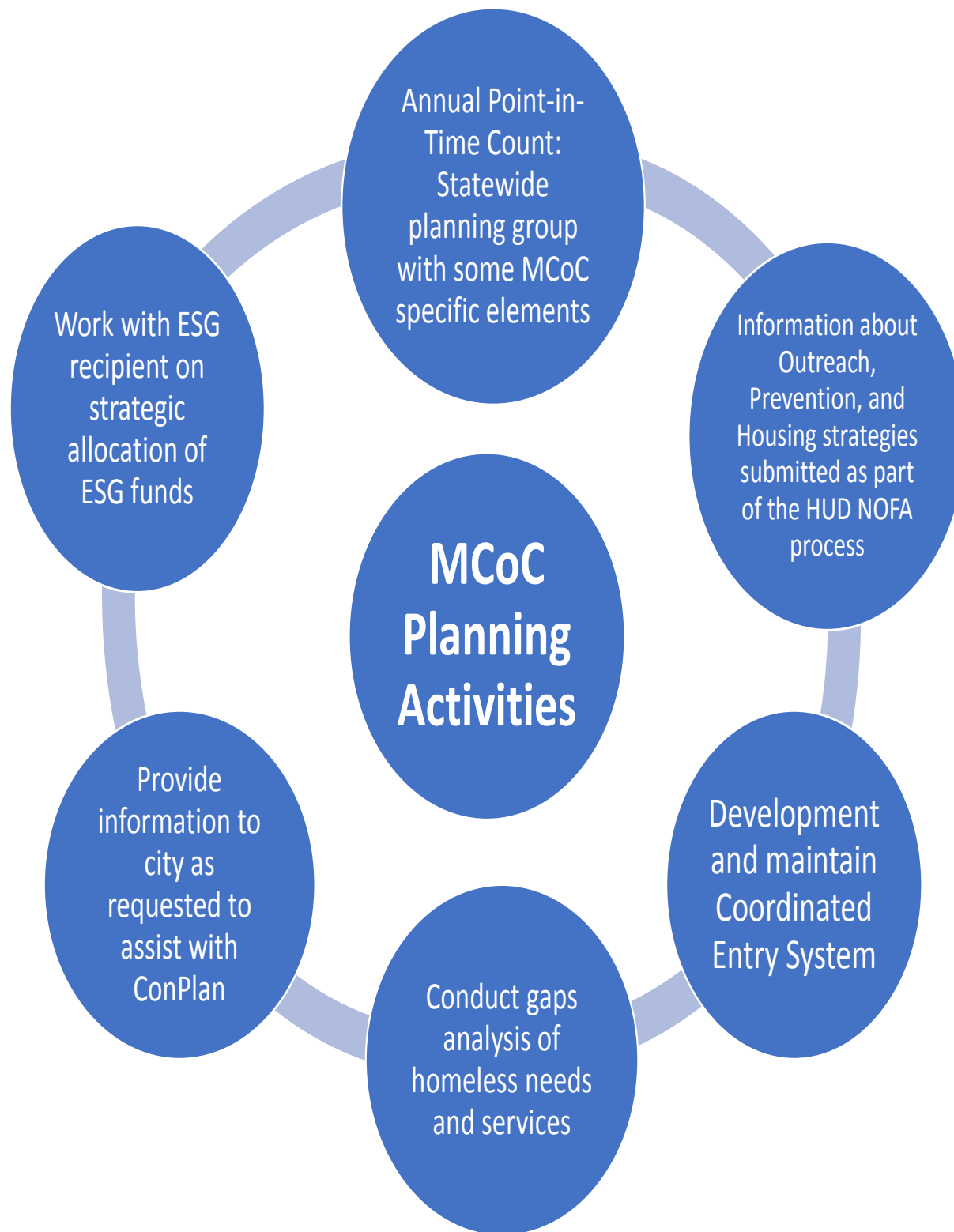
1269 Cafe	Institute for Community Alliances	New Hampshire Employment Security
211 New Hampshire	Job Corps	New Hampshire Food Bank
Amoskeag Health	Liberty House	New Hampshire Healthy Families
Ameritas Caritas NH	Making it Happen Coalition	New Hampshire Legal Assistance
Bethany Christian Services	Manchester City Library	Office of Senator Shaheen
Catholic Medical Center – Healthcare for the Homeless	Manchester City Welfare	Real Life Giving
Dartmouth Hitchcock Medical	Manchester City Public Health Department	Safe Families for Children in New Hampshire
Do You Know Him Ministries?	Manchester Community Health Center	Salvation Army
Easter Seals	Manchester Community Resource Center	Shower Them
Families in Transition	Manchester Community Planning and Development Department	Southern New Hampshire Services
Good Samaritan Network	Manchester Housing and Redevelopment Authority	Veterans Inc.
Granite United Way	Manchester School District	Veteran's Administration
Harbor Cares	Mental Health Center of Greater Manchester	Veteran's Northeast Outreach Center
Helping Hands Outreach	Merrimack Valley Assistance Program	The Way Home
Hope for New Hampshire Recovery	New Hampshire Bureau of Housing Supports	Waypoint
Housing Action New Hampshire	New Hampshire Catholic Charities	YWCA
Housing and Urban Development Department	New Hampshire Coalition to End Homelessness	



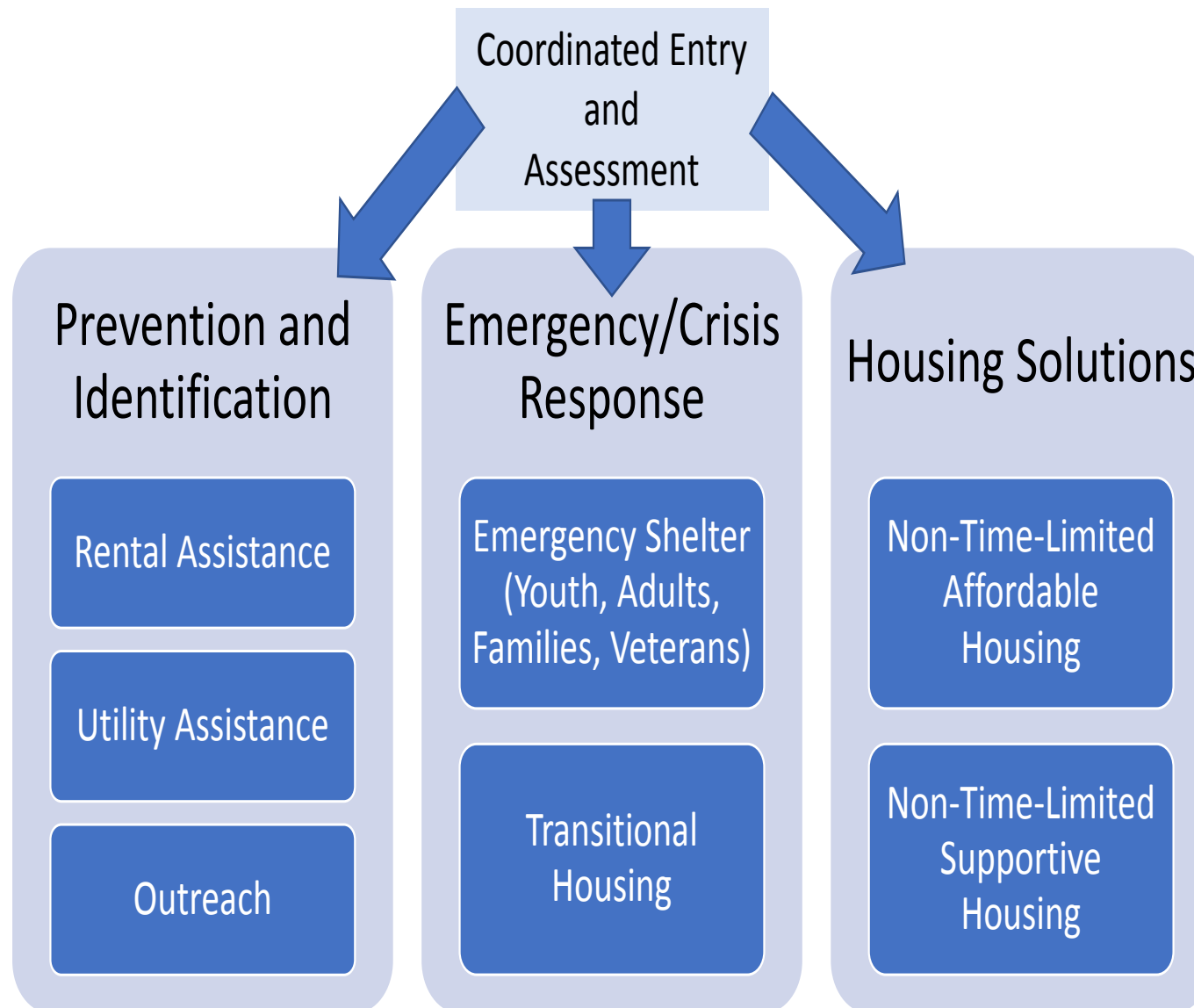
## What is a Collaborative Applicant?

- The Collaborative Applicant is designated by the Continuum of Care (CoC) to:
  - Submit the annual HUD CoC Application;
  - Apply for HUD CoC planning funds during the annual HUD CoC Application
- The CoC may assign additional responsibilities to the Collaborative Applicant so long as these responsibilities are documented in the CoC's governance charter.
  - No additional responsibilities are designated to the Collaborative Applicant in the Manchester CoC's governance charter





# System Needed to Respond to Homelessness





Manchester NH  
CONTINUUM OF CARE

# Housing Programs Funded Through the HUD Continuum of Care Program

Agency Name	Total CoC Funding 2020-2021	Units of CoC- funded Transitional Housing	Units of CoC- funded Rapid Re- Housing	Units of CoC- funded Permanent Supportive Housing	Number of People Served in Most Recent Operating Year in CoC-funded Housing
Easter Seals New Hampshire	\$54,038			6	7
Families in Transition	\$875,089	40	10	44	303
Harbor Homes, Inc.	\$78,469			6	7
Waypoint	\$102,605	6			19
The Way Home	\$331,159		6	23	68
<b>Total</b>	<b>\$1,441,360</b>	<b>46</b>	<b>16</b>	<b>79</b>	<b>404</b>



# Housing & Shelter Funded Outside the HUD Continuum of Care Program

Housing Type	Emergency Shelter Beds	Transitional Housing Units	Rapid Re-Housing Units	Permanent Housing Units	Number of People Served
Total	172 + 80 Winter Shelter Beds	74	41	170	695

- Federal Home Investment Partnership Program
  - City and State administered
- State General Funds
  - State Grant In-Aid
- City Funds
- Foundations/Donors/Agency Fundraising



# Manchester Continuum of Care Contact Information

Erin Kelly

Manchester Continuum of Care, Chair

Waypoint

[kellye@waypointnh.org](mailto:kellye@waypointnh.org)

603– 518-4268

Stephanie Savard

Manchester Continuum of Care, Vice-Chair

Families in Transition

[ssavard@fitnh.org](mailto:ssavard@fitnh.org)

603-641-9441 x 224

## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 6th day of February, 2021.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 11-1712, dated 1/20/2021 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1 ) pole(s), 661/16 located on GINGRAS AVE in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at **Manchester** and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

# POLE LOCATION PLAN

EVERSOURCE and  
DATE

01/20/2021

LICENSE NO.

11-1712

MUNICIPALITY: Manchester

STATE HWY. DIV. NO.

5

STREET / ROAD: GINGRAS AVE

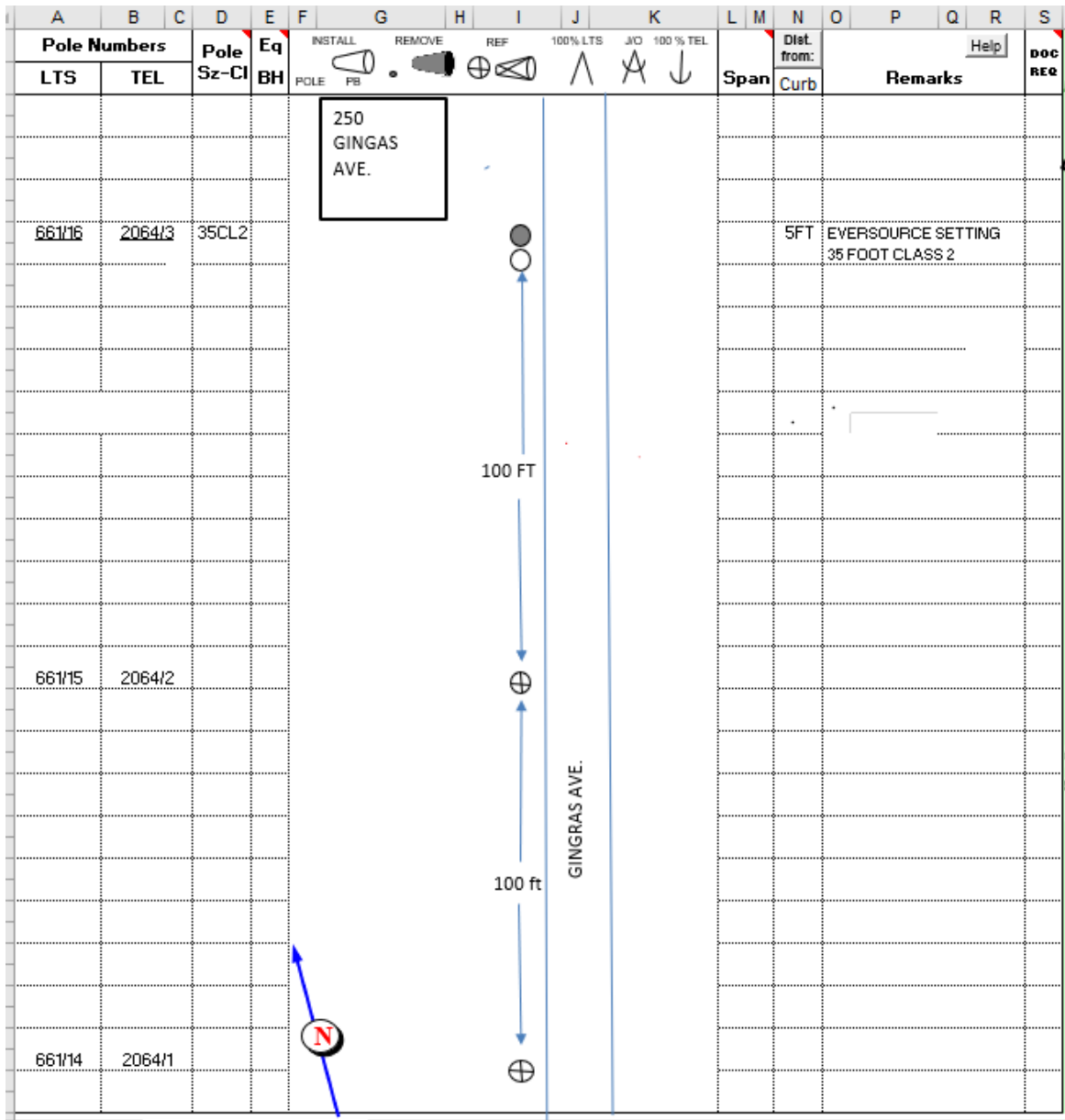
STATE LICENSE NO.

PSNH OFFICE: Hooksett  
PSNH  
ENGINEER: Steven King

WORK REQUEST# 3498308  
WORK FINANCIAL # 9Y031966

TELCO  
ENGINEER:

TELCO PROJECT #



## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 9th day of February, 2021.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 11-1713, dated 1/19/2021 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1) pole(s), 13/170H located on UNION STREET in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at Manchester and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

## POLE LOCATION PLAN

**EVERSOURCE and  
DATE**

01/19/2021

**LICENSE NO.**

11-1713

**MUNICIPALITY:** Manchester

STATE HWY. DIV. NO.

5

**STREET / ROAD:** UNION STREET

STATE LICENSE NO.

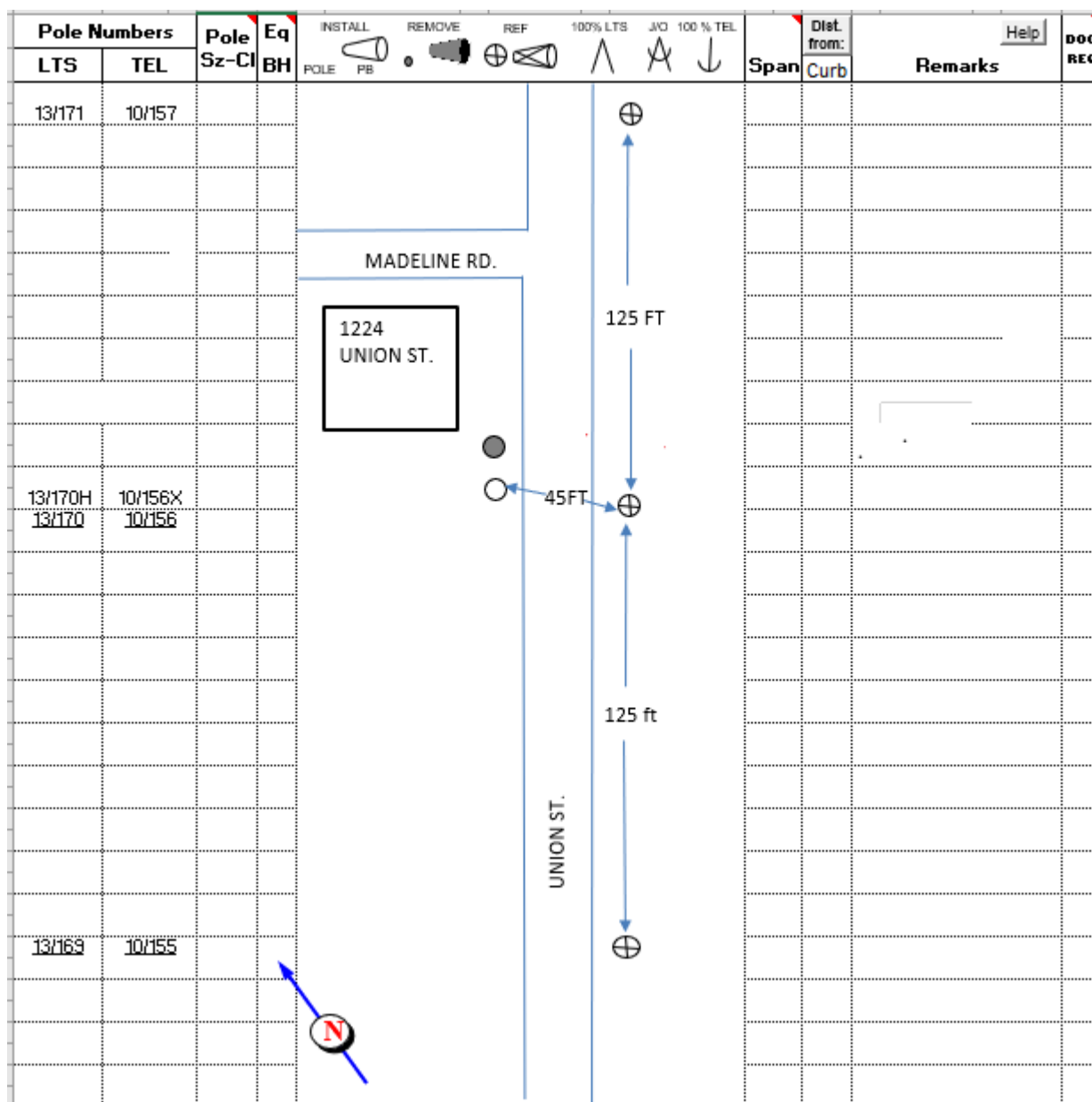
**PSNH OFFICE:** Hooksett  
**PSNH** Steven King

**WORK REQUEST#** 3498306

**WORK FINANCIAL #            9Y130056**

**TELCO  
ENGINEER:**

**TELCO PROJECT #**





## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 9th day of February, 2021.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 11-1714, dated 1/20/2021 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1) pole(s), 9/142Y located on BEECH STREET in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at **Manchester** and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

## EVERSOURCE and DATE

01/20/2021

**LICENSE NO.**

11-1714

**MUNICIPALITY:** Manchester

STATE HWY. DIV. NO.

5

**STREET / ROAD:** BEECH STREET

STATE LICENSE NO.

**PSNH OFFICE:** Hooksett  
**PSNH** Steven King

**WORK REQUEST#**

**3496267**

**WORK FINANCIAL #**

9Y031904

**TELCO  
ENGINEER:**

**TELCO PROJECT #**



## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 9th day of February, 2021.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 11-1715, dated 1/22/2021 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1) pole(s), 1280/20 located on WOODCREST COURT in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at Manchester and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

# POLE LOCATION PLAN

EVERSOURCE and

DATE

01/22/2021

LICENSE NO.

11-1715

MUNICIPALITY:

Manchester

STATE HWY. DIV. NO.

5

STREET / ROAD:

WOODCREST COURT

STATE LICENSE NO.

PSNH OFFICE:

Hooksett

WORK REQUEST#

3495452

PSNH

Sean McCarthy

WORK FINANCIAL #

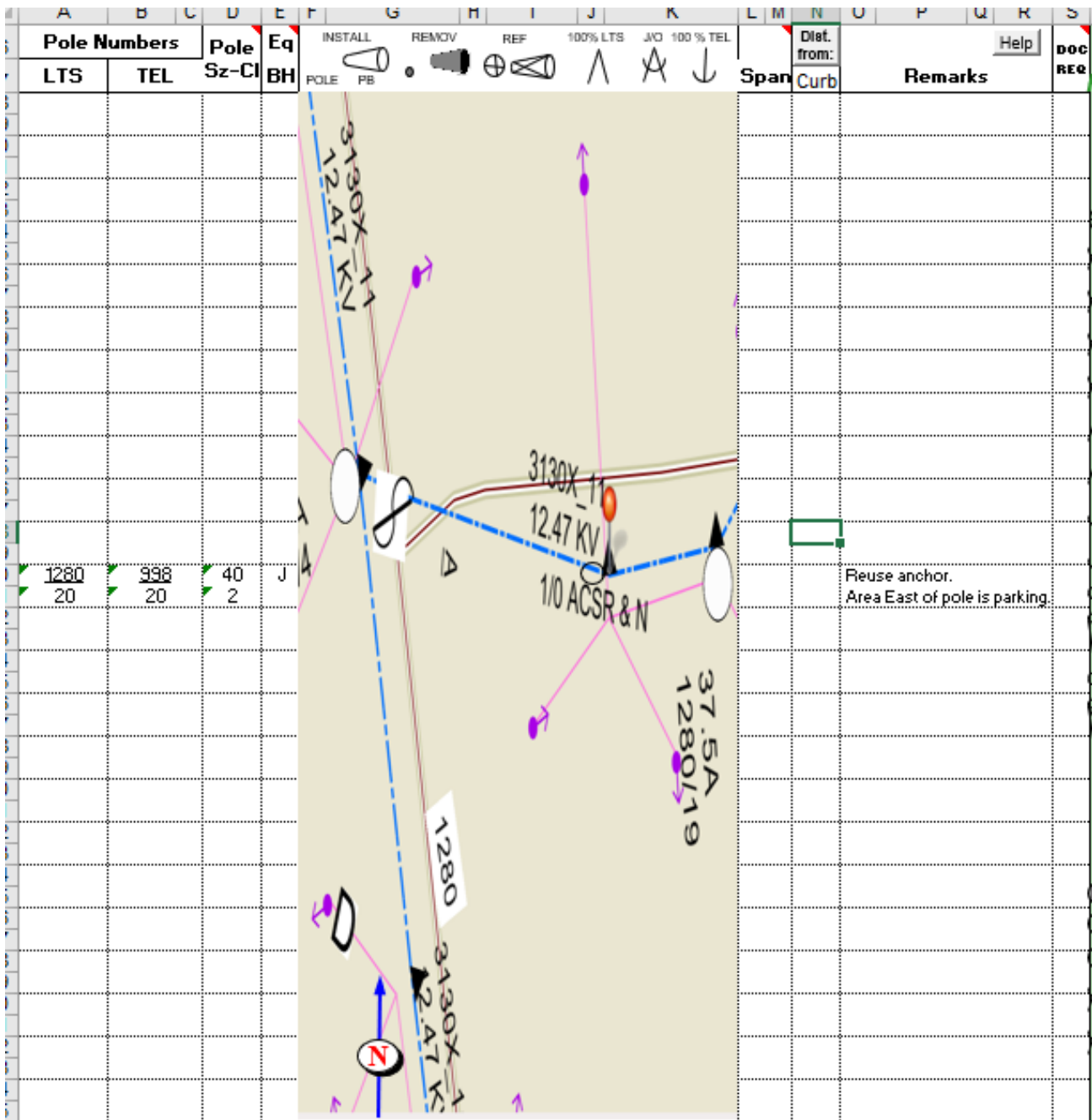
9Y031888

ENGINEER:

TELCO PROJECT #

TELCO

ENGINEER:



## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy** be and hereby is granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 22nd day of February, 2021.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN - EVERSOURCE**" No. 11-1719, dated 10/6/2020 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License ( 1one) pole(s), 573/3S located on EDWARD J ROY DR in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at **Manchester** and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy.

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.



# POLE LOCATION PLAN

EVERSOURCE

DATE

10/06/2020

LICENSE NO.

11-1719

MUNICIPALITY:

Manchester

STATE HWY. DIV. NO.

5

STREET / ROAD:

EDWARD J ROY DR

STATE LICENSE NO.

PSNH OFFICE:

Hooksett

WORK REQUEST#

3456792

PSNH

Dan Pariseau

WORK FINANCIAL #

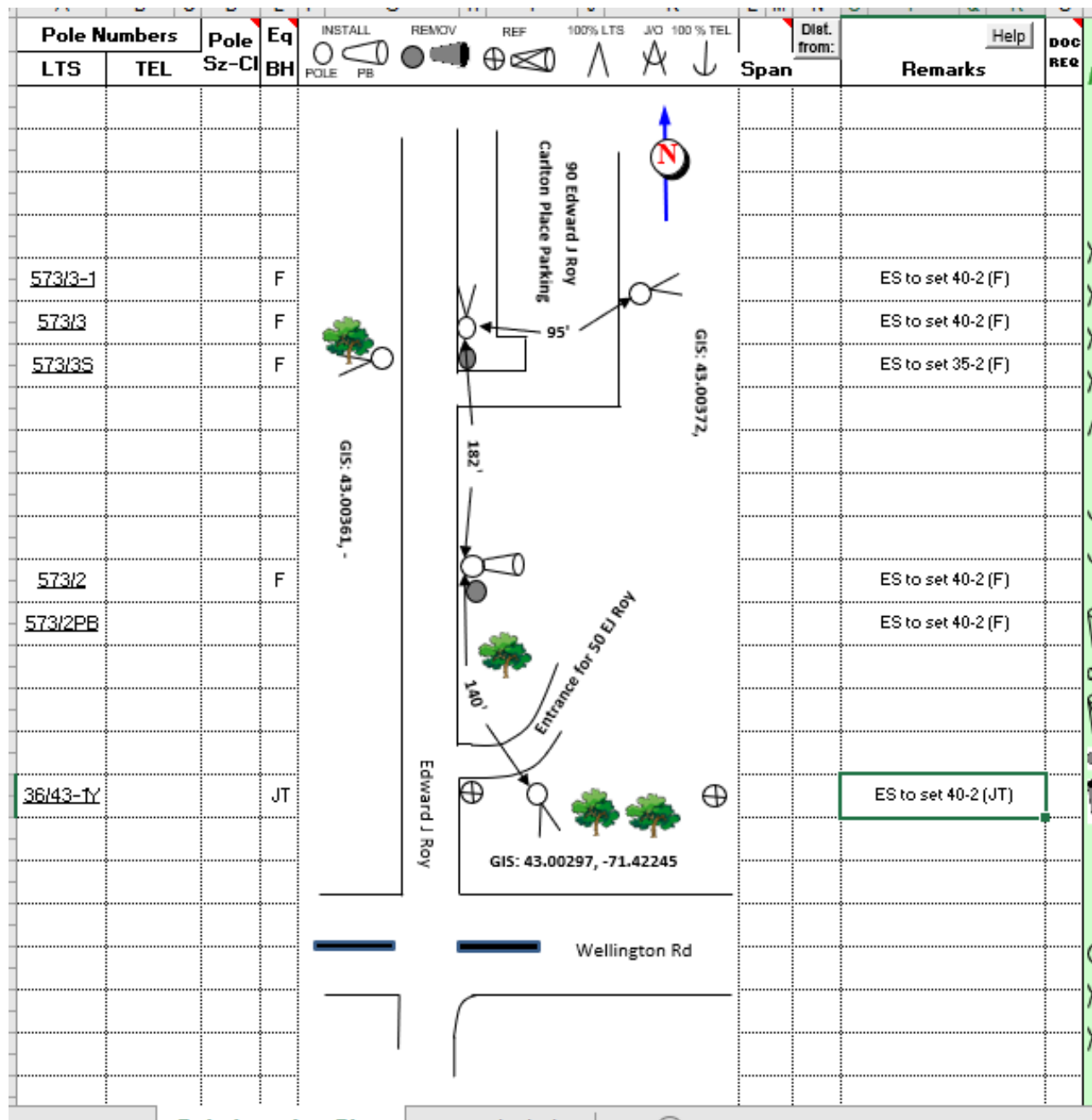
9Y031528

ENGINEER:

TELCO PROJECT #

TELCO

ENGINEER:



## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 16th day of February, 2021.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 12-0887, dated 7/1/2020 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1) pole(s), 107/8Z located on JOLIETTE STREET in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at **Manchester** and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

## EVERSOURCE and DATE

**07/01/2020**

**LICENSE NO.**

**12-0887**

**MUNICIPALITY:** Manchester

STATE HWY. DIV. NO.

5

**STREET / ROAD:** JOLIETTE STREET

STATE LICENSE NO.

PSNH OFFICE: Bedford  
PSNH Alan Leborgne  
ENGINEER: \_\_\_\_\_

**WORK REQUEST#** 3390977  
**WORK FINANCIAL #** 9Z030211

**TELCO  
ENGINEER:**

**TELCO PROJECT #**



# **Manchester Homeless Outreach Collaboration Activity and Statistics Update**

Data reflecting Outreach Efforts through January 31, 2020



The Mental Health Center  
of Greater Manchester



  
**Families  
in Transition**



**CMC**  
CATHOLIC MEDICAL CENTER

Health Care for  
the Homeless

NETWORK **4** HEALTH

*Enabling Innovation and Collaboration*

# Current Trends, Challenges and Successes

## January 2021

- The outreach teams continued to see an overall decrease in the number of people they are able to engage during the month due weather. Individuals more frequently remain within tents and under tarps to remain warm.
- The team continues to see 2 or more new vehicles with homeless individuals each week. Vehicles can be a challenge to track to ensure connection to resources. Outreach teams utilize the twice monthly collaboration outreach team meeting to discuss areas of need to collaborate on this topic.
- Manchester Homeless Outreach teams all participated in the collection of data for the Department of Housing and Urban Development's annual Point in Time (PIT) count of homeless individuals. The PIT count collects data regarding unsheltered individuals and those who are in emergency or temporary shelter through regional Continuum of Care organizations. The Manchester outreach teams enhanced their regular data collection regarding contacts with unsheltered individuals by focusing on enhancing demographic information such as age, race and ethnicity to support the data submission.
- The following descriptive statistics are available for the 93 active unsheltered individuals contacted during the month of January 2021:

Gender	
Female	69%
Male	31%

Race	
White / Caucasian	48%
Black / African American	2%
Unknown/not reported	49%

Ethnicity	
Hispanic	1%
Puerto Rican	1%
Not Hispanic	45%
Unknown/not reported	53%

Age by Category	
Under 18 years	1%
18-24 years	5%
Over 25 years	71%
Unknown/not reported	23%

# Manchester Homeless Outreach Collaboration

## ACTIVE Individuals Experiencing Unsheltered Homelessness

Data through January 31, 2021

Active Individuals Experiencing Unsheltered Homelessness	Count
<b>Active Individuals Experiencing Unsheltered Homelessness</b> <ul style="list-style-type: none"> <li>Person is known to outreach teams</li> <li>Person is confirmed to be experiencing unsheltered homelessness</li> <li><u>Outreach teams have confirmed whereabouts of active individuals within the last 30 days</u></li> <li>Individual is currently being engaged by Manchester outreach teams OR outreach teams continue to offer engagement</li> </ul>	95

Active Encampments	Count
An encampment is defined as a location that is not for human habitation where one or more tents or a sleeping location has been identified in Manchester	27

Where did you live prior to coming to this encampment? Active Individuals	%
Manchester	53%
Other NH City/Town	5%
Out of State	2%
Unknown*	40%

\* The community outreach teams continue to work to reduce the “Unknown” response to this question. 3

# Manchester Homeless Outreach Collaboration

## OTHER Individuals Experiencing Unsheltered Homelessness

### Data through January 31, 2021

Individuals Experiencing Unsheltered Homelessness Unable To Locate, Inactive, Total Count	Count
<b>Unable to Locate Individuals</b> <ul style="list-style-type: none"> <li>Outreach teams have not engaged with individual and/or have not been able to confirm whereabouts in more than 30 days, but individuals was seen within the last 90 days</li> <li>Outreach teams continue to search for individual for re-engagement</li> </ul>	<b>137</b>
<b>Inactive Individuals</b> <ul style="list-style-type: none"> <li>Individual has not been seen by outreach teams in MORE THAN 90 Days</li> </ul>	<b>278</b>

May 2020 – January 2021 Total Unsheltered Homeless
<b>Total Identified Individuals</b> <ul style="list-style-type: none"> <li>Includes count of Active, Unable to Locate AND Inactive individuals experiencing unsheltered homelessness in Manchester identified in the time period</li> </ul>
<b>508*</b>

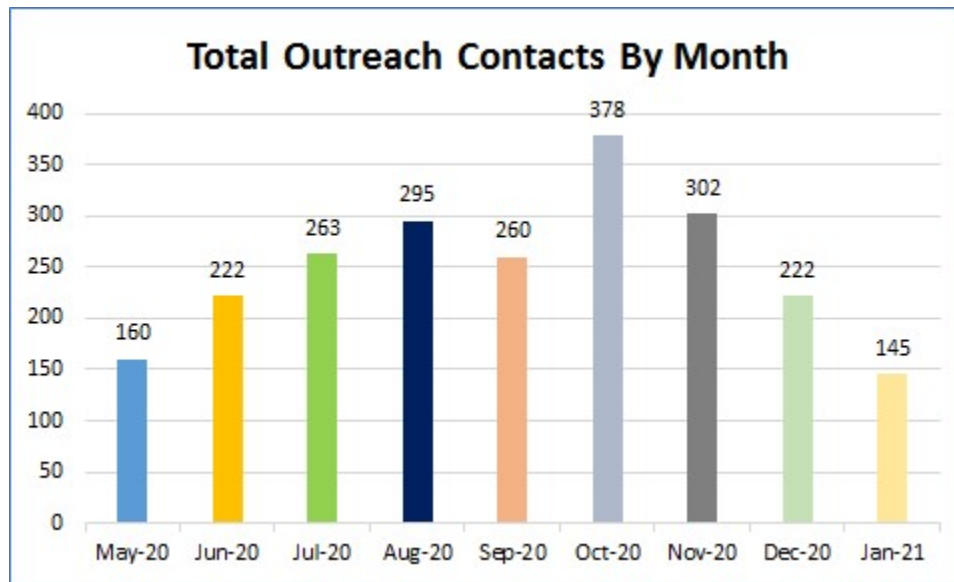
\* This number has gone down by 2 individuals since December 2020 due to data de-duplication and clean-up efforts in January 2021

Where did you live prior to coming to this encampment?	%
<i>Total Count: Active, Unable to Locate AND Inactive Individuals</i>	
Manchester	<b>24%</b>
Other NH City/Town	<b>4%</b>
Out of State	<b>5%</b>
Unknown	<b>67%</b>



# Outreach Activities: Manchester Homeless Outreach Collaboration

- Contacts reflect outreach team contacts during scheduled collaborative outreach with The Mental Health Center of Greater Manchester, Families in Transition and the Manchester Fire Department



## Connection to Community Services January 2021

**Count**

*Data Reflects Active Individuals Experiencing Homelessness Connected to Services:*

Individuals received *Mobile Crisis Response Services* 62

Individuals received *Peer Recovery Services* 29

Individuals engaged in ongoing *Mental Health Treatment Services* 32

# Manchester Homeless Outreach Collaboration

## Shelter and Housing

Data through January 31, 2021

Shelter and Housing	Count
Total Number of People Experiencing Unsheltered Homelessness who were transitioned to Housing, Emergency Shelter or otherwise Relocated	80

- Statistics reflect process allowing an Outreach team member to reserve a shelter bed by phone on behalf of a willing individual at the encampments (began May 22, 2020)
- Emergency shelter is open for intake every day.
- Data reflects individual was willing to enter shelter at the time of outreach encounter
- Responsibility of individual to arrive for shelter intake between 6:00 – 7:00 PM the night of bed reservation

Outreach Team Referrals to Shelter January 2021	Count
Outreach Referrals to the Shelter	23
Individuals who accessed the Shelter	9
Count of individuals staying 2 or more nights	8

Outreach Team Referrals to Shelter Cumulative May 2020 - January 2021	Count
Outreach Referrals to the Shelter	234
Individuals who accessed the Shelter	122
Count of individuals staying 2 or more nights	89

# Manchester Homeless Outreach Collaboration

## Shelter and Housing

Data through January 31, 2020

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Manchester Emergency Shelter Families In Transitions	
Average Beds Used per Night	138
Average Males Turned Away per Night	0
Average Females Turned Away per Night	0

BED CAPACITY Families In Transitions – New Horizons
190 Beds Across 3 Locations

## Community Outreach Collaboration Teams

Organization	Activities	Resources / Commitment/Funding
<b>Manchester Fire Department/ AMR</b>	<ul style="list-style-type: none"> <li>- Wellness checks</li> <li>- Wellness education</li> <li>- Connection to AMR or hospital services as required</li> <li>- Connection to community resources</li> </ul>	<ul style="list-style-type: none"> <li>- 2 team members</li> <li>- Outreach 7 days per week</li> <li>- Funding through Department of Justice grant, additional grant and funding requests submitted</li> </ul>
<b>The Mental Health Center of Greater Manchester</b>	<ul style="list-style-type: none"> <li>- Mental Health evaluation and assessment</li> <li>- Substance use evaluation and referrals to treatment</li> <li>- Case management services for benefits and connection to community and state resources</li> <li>- Peer outreach support</li> <li>- Projects for Assistance in Transition to Homelessness (PATH) program</li> <li>- Mobile Crisis Response Team and on-call psychiatric consultation</li> </ul>	<ul style="list-style-type: none"> <li>- Began increased outreach May 6, 2020</li> <li>- Outreach 7 days per week</li> <li>- 1 x Master level mental health clinician joins collaborative outreach with MFD 7 days a week.</li> <li>- Outreach workers join collaborative outreach team 4 days a week and do additional street outreach outside the collaboration</li> <li>- Team currently includes 3 full time outreach specialists and per diem master level clinicians</li> <li>- Team is currently hiring additional outreach and a permanent clinician through enhanced funding</li> <li>- Funding for outreach through               <ul style="list-style-type: none"> <li>- NH State Opioid Response (SOR) grant</li> <li>- state/SAMHSA Projects for Assistance in Transition from Homelessness (PATH)</li> <li>- State ESG-CV Street Outreach funding</li> </ul> </li> </ul>

# Community Outreach Collaboration

Organization	Activities	Resources / Commitment/Funding
<b>Families In Transition</b>	<ul style="list-style-type: none"> <li>- Outreach services targeted to substance use and referrals for treatment, recovery and shelter/housing assistance</li> <li>- Streamlined intake to New Horizons Shelter</li> <li>- Case management services for benefits and connection to community and state resources</li> <li>- Peer outreach support</li> </ul>	<ul style="list-style-type: none"> <li>- 2.2 Case Manager/Outreach Specialists</li> <li>- Team focused entirely on homeless outreach efforts.</li> <li>- Outreach specialist joins collaborative outreach 3 days per week</li> <li>- Each team member working 6 days per week</li> <li>- 3 year funding through federal SAMHSA grant for all homeless outreach efforts</li> </ul>
<b>Healthcare for the Homeless</b>	<ul style="list-style-type: none"> <li>- Street Medicine team providing primary care medical home services in the community</li> <li>- Mental health and substance use evaluations and referrals to treatment</li> <li>- Peer recovery support outreach</li> <li>- Case management services for benefits and connection to community and state resources</li> </ul>	<ul style="list-style-type: none"> <li>- Street Medicine Team:               <ul style="list-style-type: none"> <li>- Nurse practitioner</li> <li>- Behavioral Health Clinician (staffed by a team of MSW, LICSW, MLADC)</li> <li>- Certified Recovery Support Worker, when need is identified</li> </ul> </li> <li>- 4 x 4 hour street medicine shifts per week</li> <li>- Began street medicine March 18, 2020</li> <li>- Increased funding for Street Medicine through COVID related funding for FQHC's through March 2021</li> </ul>

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-----Original Message-----

From: Porter, Michael

Sent: Friday, February 19, 2021 5:48 PM

To: Normand, Matthew

Subject: Yard Waste

Matt;

I would like an item placed on the next agenda. I would like to bring forward re-instituting the yard waste pick up to the schedule we had prior to making the recent changes October 20, 2020. While I understand this will add approximately \$70,000 to the contract I have heard from a number of residents in wards 6 and 8 who are quite upset we as a board reduced the yard waste pick up schedule.

I would like to move money from contingency to cover the additional cost. Again, I am seeking to revive the number of yard waste pick ups the homeowners are accustomed to.

Thank you

Mike Porter

Alderman Ward 8

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The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the update on the Revolving Loan Fund, has been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



*Sharon Y. Wickens*  
*Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

February 8, 2021

Committee on Accounts, Enrollment & Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving and recovery loan accounts.

Respectfully submitted,

Sharon Y. Wickens  
Finance Officer

Enc.



**REVOLVING & RECOVERY LOANS**  
**2/8/2021**

Loan #	Revolving Loan - City	Original Loan Date	Original Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$90,354.61	\$0.00	
2	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$23,706.42	\$0.00	
3	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$12,601.35	\$0.00	
4	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$21,950.47	\$0.00	
5	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$26,297.39	\$0.00	
SUMMARY NOTES:							
Loans 1 - Status current and in good standing.							
Loans 2 thru 4 - 30 days past due.							
Loan 5 - 60 days past due.							

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
6	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$76,112.02	\$290.28	
7	Ancient Fire Mead & Cider	12/7/2017	12/15/2022	\$50,000.00	\$22,674.88	\$94.48	
8	To Share Brewing Company	6/28/2018	7/15/2023	\$40,000.00	\$23,598.02	\$122.91	
9	Palace Theatre Trust	1/24/2019	10/1/2029	\$1,686,622.04	\$1,686,622.04	\$0.00	Interest calculated quarterly on outstanding principal amount due; per diem rate equal to 2% per annum
10	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$119,401.26	\$665.66	
SUMMARY NOTES:							
Loans 6 thru 9 - Status current and in good standing.							
Loan 10 - 30 days past due.							

Loan #	Recovery Loans - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
11	JJD Central, LLC	7/23/2020	10/1/2023	\$15,000.00	\$13,377.39	\$22.30	
12	Sawaya Enterprises, Inc	7/23/2020	7/15/2023	\$25,000.00	\$23,409.94	\$39.02	
SUMMARY NOTES:							
Loans 11 & 12 - Status current and in good standing.							

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the Finance Department reports:

- Accounts receivable over 90 days
- Aging report
- Outstanding receivables

have been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond", with a stylized flourish at the end.

Clerk of Committee



*Sharon Y. Wickens  
Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

February 5, 2021

Committee on Accounts, Enrollment & Revenue Administration  
c/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days totals \$964,542 out of \$3,004,824 billed. January's outstanding receivables totaled \$927,364 out of \$2,029,821 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

**Summary of Accounts Receivable Over 90 Days  
by Department - with Previous Month's Comparative**

Total Receivables Over 90 Days		2/5/2021		1/8/2021	
	Dept Code	Over 90 Days		Over 90 Days	
Airport	25	\$ 316,651.76		\$ 258,632.88	
EPD	27	\$ 40.00		\$ 40.00	
Parking Department	52	\$ 24,104.60		\$ 25,502.26	
Total Enterprise Funds		\$ 340,796.36		\$ 284,175.14	
Central Fleet Management	23	\$ 1,272.05		\$ 1,272.05	
Fire Department	30	\$ 232,442.15		\$ 232,901.60	
Health Department	41	\$ 72,502.74		\$ 72,502.74	
Highway	50, 51	\$ 114,113.41		\$ 113,419.36	
Parks & Recreation	65	\$ 7.57		\$ 7.57	
Police Department	33,34,35,36	\$ 194,724.80		\$ 214,403.35	
Welfare Department	60	\$ 8,682.60		\$ 8,682.60	
Total General Fund		\$ 623,745.32		\$ 643,189.27	
Grand Totals		\$ 964,541.68		\$ 927,364.41	
General Fund receivables over \$10,000 by customer					
Manchester Information Systems	33	\$ 85,690.96	Explanation of Charges		
Liberty Utilities	34	\$ 22,541.01	Police - RMS Training		\$ 82,786.56
DPW	34	\$ 42,397.13	Police - Extra Detail		\$ 17,559.51
FEMA	30	\$ 222,230.14	Police - Extra Detail		\$ 42,397.13
FEMA	33	\$ 44,702.62	FEMA Reimbursement - In-process		\$ 222,230.14
FEMA	41	\$ 70,270.50	FEMA Reimbursement - In-process		\$ 38,602.93
FEMA	50	\$ 39,884.50	FEMA Reimbursement - In-process		\$ 70,270.50
Corcoran Environmental	50	\$ 24,182.43	FEMA Reimbursement - In-process		\$ 39,884.50
State of NH	50	\$ 32,208.96	Landfill Lease Payments - Refer to Solicitor		\$ 24,182.43
Salter School of Nursing	52	\$ 12,768.53	State of NH Grants - In-process		\$ 32,208.96
Totals		\$ 596,876.78	Parking - Payment Expected		\$ 12,705.00
				\$ 582,827.66	
Total General Fund receivables over 90 days less over \$10,000		\$ 26,868.54		\$ 60,361.61	



City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
23	2507	MANCHESTER HOUSING AUTH	\$ 2,749.69	\$ 2,312.11	\$ -		\$ -	\$ 437.58
23	17451	RYAN, MICHAEL	\$ 834.47	\$ -	\$ -		\$ -	\$ 834.47
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 3,584.16</b>	<b>\$ 2,312.11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,272.05</b>
25	3814	BAE SYSTEMS	\$ 450.00	\$ 180.00	\$ 90.00		\$ -	\$ 180.00
25	19517	DELTA GLOBAL SERVICES-D	\$ 155.00	\$ 45.00	\$ 70.00		\$ -	\$ 40.00
25	7519	DOT-FAA/TSA-AMZ-110	\$ 186,210.14	\$ 71,725.14	\$ -	\$ 39,370.00	\$ -	\$ 75,115.00
25	19916	DTG OPERATIONS, INC	\$ 5,137.84	\$ -	\$ 1,284.46	\$ 1,284.00	\$ 0.46	\$ 2,568.92
25	22188	DTG OPERATIONS, INC (TH	\$ 694.90	\$ -	\$ -		\$ -	\$ 694.90
25	20658	ENDEAVOR AIR	\$ 3,201.51	\$ -	\$ -		\$ -	\$ 3,201.51
25	3736	HERTZ CORP-PROP & CONCE	\$ 175,944.94	\$ 44,836.83	\$ 52,214.18	\$ 69,745.00	\$ 0.37	\$ 9,148.56
25	5157	HMSHOST CORPORTATION	\$ 39,097.85	\$ 5,371.80	\$ 6,510.42	\$ 8,258.00	\$ 0.94	\$ 18,956.69
25	33266	LEGACY AIRWAYS, LLC	\$ 15,524.40	\$ 3,725.86	\$ 3,725.86	\$ 3,311.00	\$ 0.87	\$ 4,760.81
25	31117	PAULY, DOUGLAS	\$ 405.00	\$ 135.00	\$ -	\$ 135.00	\$ -	\$ 135.00
25	27195	SKYWEST	\$ 915.17	\$ -	\$ -		\$ -	\$ 915.17
25	4001	STATE GRANTS	\$ 250.99	\$ -	\$ -		\$ -	\$ 250.99
25	7953	TRANSPORTATION SECURITY	\$ 113,487.68	\$ 28,371.92	\$ 28,371.92	\$ 28,371.00	\$ 0.92	\$ 28,371.92
25	4053	UNITED AIRLINES	\$ 367,922.13	\$ 65,203.28	\$ 65,203.28	\$ 65,203.00	\$ 0.28	\$ 172,312.29
<b>25 - AIRPORT TOTALS</b>			<b>\$ 909,397.55</b>	<b>\$ 219,594.83</b>	<b>\$ 157,470.12</b>	<b>\$ 215,677.00</b>	<b>\$ 3.84</b>	<b>\$ 316,651.76</b>
27	10064	SERVPRO OF MANCHESTER/D	\$ 40.00	\$ -	\$ -		\$ -	\$ 40.00
<b>27 - EPD TOTALS</b>			<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40.00</b>
30	28454	300 GAY ST ACQUISITION	\$ 1,716.75	\$ 1,080.00	\$ -		\$ -	\$ 636.75
30	16889	323 CONCORD STREET, LLC	\$ 679.06	\$ 540.00	\$ -		\$ -	\$ 139.06
30	30122	79 CARL DR. REALTY, LLC	\$ 2,724.30	\$ 1,080.00	\$ -		\$ -	\$ 1,644.30
30	33014	AGREE LIMITED PARTNERSH	\$ 20.25	\$ 4.05	\$ 4.05	\$ 4.00	\$ 0.05	\$ 8.10
30	30102	BT PROPERTY LLC	\$ 1,620.00	\$ 1,080.00	\$ -		\$ -	\$ 540.00
30	32930	CENTURY LINK	\$ 104.50	\$ -	\$ -		\$ -	\$ 104.50
30	2748	CVS ASSET PROTECTION SV	\$ 4,320.00	\$ 2,700.00	\$ -		\$ -	\$ 1,620.00
30	8132-30	FEMA	\$ 448,249.60	\$ 226,019.46	\$ -		\$ -	\$ 222,230.14
30	7901	FERNANDO HILARION	\$ 540.00	\$ -	\$ -		\$ -	\$ 540.00
30	7966	HARVEY INDUSTRIES	\$ 564.30	\$ -	\$ -		\$ -	\$ 564.30
30	12818	JUNE SEVENTH LLC	\$ 1,080.00	\$ -	\$ -		\$ -	\$ 1,080.00
30	30113	LEROCQUE, KRISTINE	\$ 1,350.00	\$ 1,080.00	\$ -		\$ -	\$ 270.00
30	27000	LRNCT LLC	\$ 2,415.00	\$ 31.50	\$ 31.50	\$ 31.00	\$ 0.50	\$ 2,320.50
30	17580	MAHMOTORIC, MUHAREM	\$ 1,620.00	\$ 1,080.00	\$ -		\$ -	\$ 540.00
30	16677	SUNBELT RENTALS	\$ 104.50	\$ -	\$ -		\$ -	\$ 104.50
30	33120	UPS	\$ 103.00	\$ 1.50	\$ 1.50		\$ -	\$ 100.00
<b>30 - FIRE TOTALS</b>			<b>\$ 467,211.26</b>	<b>\$ 234,696.51</b>	<b>\$ 37.05</b>	<b>\$ 35.00</b>	<b>\$ 0.55</b>	<b>\$ 232,442.15</b>
33	21994	CELLULAR FREEDOM, INC	\$ 23.92	\$ 0.32	\$ 1.32		\$ 0.32	\$ 21.96
33	24764	EZ APPLE REPAIRS PAWN L	\$ 1.36	\$ -	\$ -		\$ -	\$ 1.36
33	8132-33	FEMA	\$ 44,702.62	\$ -	\$ -		\$ -	\$ 44,702.62



City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
33	19086	GOOD STILL	\$ 736.86	\$ -	\$ -	\$ 9.00	\$ 0.58	\$ 727.28
33	40	MANCHESTER INFORMATION	\$ 98,252.96	\$ 12,562.00	\$ -	\$ -	\$ -	\$ 85,690.96
33	2521	MANCHESTER POLICE DEPT	\$ 17,086.57	\$ 8,303.53	\$ -	\$ -	\$ -	\$ 8,783.04
33	4301	US DEPARTMENT OF JUSTIC	\$ 1,043.41	\$ 717.66	\$ -	\$ -	\$ -	\$ 325.75
33	19186	US GOLD & DIAMOND EXCHA	\$ 577.24	\$ 202.53	\$ 247.00	\$ -	\$ -	\$ 127.71
34	32754	ATLANTIC PAVING	\$ 4,075.75	\$ -	\$ -	\$ -	\$ -	\$ 4,075.75
34	30650	CONSOLIDATED COMMUNICAT	\$ 3,055.45	\$ 2,725.50	\$ -	\$ -	\$ -	\$ 329.95
34	29314	DUBOIS TREE	\$ 238.00	\$ -	\$ -	\$ -	\$ -	\$ 238.00
34	10987	ERNIE'S EXCAVATION	\$ 11,251.96	\$ 3,874.50	\$ 3,090.38	\$ 307.00	\$ 0.50	\$ 3,979.58
34	32878	FRIENDS OF ANDREW YANG	\$ 476.00	\$ -	\$ -	\$ -	\$ -	\$ 476.00
34	32541	KNIGHTS EXCAVATION	\$ 855.50	\$ -	\$ -	\$ -	\$ -	\$ 855.50
34	18609-34	LIBERTY UTILITIES, INC	\$ 41,861.02	\$ 19,320.01	\$ -	\$ -	\$ -	\$ 22,541.01
34	3040	MALL OF NEW HAMPSHIRE	\$ 238.00	\$ -	\$ -	\$ -	\$ -	\$ 238.00
34	32934	MANCHESTER KIDNEY CENTE	\$ 2,142.00	\$ -	\$ -	\$ -	\$ -	\$ 2,142.00
34	5647	MCGARVEY'S SALOON	\$ 258.00	\$ -	\$ -	\$ -	\$ -	\$ 258.00
34	23905	MEARS CONSTRUCTION	\$ 952.00	\$ -	\$ -	\$ -	\$ -	\$ 952.00
34	17616	NBC NEWS	\$ 7,140.00	\$ -	\$ -	\$ -	\$ -	\$ 7,140.00
34	33062	NEWMANS EXCAVATION	\$ 246.00	\$ -	\$ -	\$ -	\$ -	\$ 246.00
34	2213	OUR LADY OF CEDARS CHUR	\$ 297.50	\$ -	\$ -	\$ -	\$ -	\$ 297.50
34	64	SCHOOL ADMINISTRATIVE U	\$ 238.00	\$ -	\$ -	\$ -	\$ -	\$ 238.00
34	9601	SIGN GALLERY	\$ 327.25	\$ -	\$ -	\$ -	\$ -	\$ 327.25
34	32889	SIRIUS XM	\$ 1,071.00	\$ -	\$ -	\$ -	\$ -	\$ 1,071.00
34	15338	TD BANK	\$ 3,536.25	\$ -	\$ -	\$ -	\$ -	\$ 3,536.25
34	26740	TWIN STATE UTILITIES	\$ 638.00	\$ -	\$ -	\$ -	\$ -	\$ 638.00
34	29057	VERACITY CONSTRUCTION	\$ 1,497.70	\$ 3.94	\$ 3.94	\$ 3.00	\$ 0.94	\$ 1,485.88
34	10381	WALMART	\$ 2,722.00	\$ 1,722.00	\$ -	\$ -	\$ -	\$ 1,000.00
34	24304	WHISKEY'S 20	\$ 1,290.00	\$ -	\$ -	\$ -	\$ -	\$ 1,290.00
34	3165	WMUR	\$ 12,606.25	\$ 9,102.00	\$ 2,552.25	\$ -	\$ -	\$ 952.00
35	32548	AAA	\$ 11.35	\$ 0.15	\$ 0.15	\$ -	\$ 0.15	\$ 10.90
35	30778	BELLANTI, MICHAEL	\$ 13.90	\$ 0.15	\$ 0.15	\$ -	\$ 0.15	\$ 13.45
35	17349	BOYLE, SHAUGHNESSY & CA	\$ 0.15	\$ -	\$ -	\$ -	\$ -	\$ 0.15
35	31021	CLAIMS MANAGEMENT RESOU	\$ 0.15	\$ -	\$ -	\$ -	\$ -	\$ 0.15
35	16984	GEICO BF/NJ CLAIMS	\$ 11.80	\$ 0.15	\$ 0.15	\$ -	\$ 0.15	\$ 11.35
35	20156	INJURY LAW CENTER	\$ 0.45	\$ -	\$ -	\$ -	\$ -	\$ 0.45
33, 34, 35, & 36 - POLICE TOTALS			\$ 259,476.37	\$ 58,534.44	\$ 5,895.34	\$ 319.00	\$ 2.79	\$ 194,724.80
41	28345	COMMUNITY HEALTH ACCESS	\$ 4,635.57	\$ 3,673.20	\$ -	\$ -	\$ -	\$ 962.37
41	8132-41	FEMA	\$ 70,270.50	\$ -	\$ -	\$ -	\$ -	\$ 70,270.50
41	33077	NETWORK4HEALTH	\$ 1,269.87	\$ -	\$ -	\$ -	\$ -	\$ 1,269.87
41 - HEALTH TOTALS			\$ 76,175.94	\$ 3,673.20	\$ -	\$ -	\$ -	\$ 72,502.74
50	8018	AHRENT, JEFFREY	\$ 269.38	\$ -	\$ -	\$ -	\$ -	\$ 269.38

City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	32661	ANNIELYS, SEDA	\$ 34.25	-	\$ -		\$ -	\$ 34.25
50	32051	ASPROGIANNIS, STYLIANOS	\$ 82.04	-	\$ -		\$ -	\$ 82.04
50	32987	AVELLA, MICHAEL	\$ 18.55	0.26	\$ 0.26		\$ 0.26	\$ 17.77
50	32975	BAH, ABU	\$ 0.97	-	\$ -		\$ -	\$ 0.97
50	32988	BALDIZAN, FRANK	\$ 337.50	-	\$ -		\$ -	\$ 337.50
50	32989	BASHIR, REFAAT	\$ 84.65	1.18	\$ 1.18	\$ 1.00	\$ 0.18	\$ 81.11
50	32206	BASSETT, SHANNA	\$ 277.97	-	\$ -		\$ -	\$ 277.97
50	3321	BEAULIEU LINDQUIST REAL	\$ 1.57	-	\$ -		\$ -	\$ 1.57
50	32489	BEDDINGTON, LINDA	\$ 29.26	-	\$ -		\$ -	\$ 29.26
50	32376	BELMAIN, AMBER	\$ 8.74	-	\$ -		\$ -	\$ 8.74
50	18675	BIRCH HILL TERRACE	\$ 8.54	-	\$ -		\$ -	\$ 8.54
50	32530	BLACK WATER FIRE PROTEC	\$ 126.25	-	\$ -		\$ -	\$ 126.25
50	32123	BRACCIO, ZENANDRE S.	\$ 193.84	-	\$ -		\$ -	\$ 193.84
50	32585	BROWN, JEREMY	\$ 12.54	-	\$ -		\$ -	\$ 12.54
50	31636	BUZZELL, JAMES	\$ 86.14	-	\$ -		\$ -	\$ 86.14
50	32642	CABALLERY CONSTRUCTION	\$ 53.81	-	\$ -		\$ -	\$ 53.81
50	30199	CASIANO, ANTHONY	\$ 115.64	-	\$ -		\$ -	\$ 115.64
50	32868	CHENEVERT, PATTI	\$ 80.00	-	\$ -		\$ -	\$ 80.00
50	32286	COLON, JOSE	\$ 69.27	-	\$ -		\$ -	\$ 69.27
50	33005	COOPER, ERIC	\$ 0.20	-	\$ -		\$ -	\$ 0.20
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	-	\$ -		\$ -	\$ 24,182.43
50	32757	CORCORAN, JEFFREY	\$ 27.75	-	\$ -		\$ -	\$ 27.75
50	31952	CUMMINGS, STEPHEN	\$ 73.16	-	\$ -		\$ -	\$ 73.16
50	32758	CYR, SYNDEE	\$ 55.00	-	\$ -		\$ -	\$ 55.00
50	11068	DEBRIS DOCTORS, LLC	\$ 3.29	-	\$ -		\$ -	\$ 3.29
50	33023	DELISLE, VIVIAN	\$ 55.00	-	\$ -		\$ -	\$ 55.00
50	33007	DENIS, NICOLE	\$ 18.55	0.26	\$ 0.26		\$ 0.26	\$ 17.77
50	31953	DESJARLAIS, STEPHEN	\$ 51.22	-	\$ -		\$ -	\$ 51.22
50	28282	DICAMPO, MARK C.	\$ 7.62	-	\$ -		\$ -	\$ 7.62
50	32669	DONOVAN, ADAM	\$ 0.15	-	\$ -		\$ -	\$ 0.15
50	28287	DOUGLAS, THOMAS	\$ 18.60	-	\$ -		\$ -	\$ 18.60
50	32536	DROUIN, JOHN	\$ 141.10	-	\$ -		\$ -	\$ 141.10
50	7031	DUPONT, PIERRE	\$ 5.59	5.25	\$ -		\$ -	\$ 0.34
50	30213	DUTCH, JEFFREY	\$ 43.10	-	\$ -		\$ -	\$ 43.10
50	217	EASTER SEALS NH INC	\$ 421.64	420.00	\$ -		\$ 0.82	\$ 0.82
50	32980	EASTMAN, CASSANDRA	\$ 23.90	0.33	\$ 0.33		\$ 0.33	\$ 22.91
50	31144	EAVES, JOSHUA	\$ 44.20	-	\$ -		\$ -	\$ 44.20
50	32524	EVERGREEN MANAGEMENT GR	\$ 791.05	786.74	\$ 2.91		\$ -	\$ 1.40
50	3127	EVERSOURCE	\$ 47.97	28.11	\$ -		\$ -	\$ 19.86
50	8132-50	FEMA	\$ 39,884.50	-	\$ -		\$ -	\$ 39,884.50



City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	28837	FITZGERALD, RYAN	\$ 62.08	\$ -	\$ -	\$ -	\$ -	\$ 62.08
50	33021	FOURNIER, NOAH	\$ 133.02	\$ 1.88	\$ 1.88	\$ 1.00	\$ 0.88	\$ 127.38
50	32675	FREEMAN, JOE	\$ 109.95	\$ -	\$ -	\$ -	\$ -	\$ 109.95
50	32192	FURMAN, DAVID	\$ 82.29	\$ -	\$ -	\$ -	\$ -	\$ 82.29
50	32348	GADSBY, DAVID	\$ 64.90	\$ -	\$ -	\$ -	\$ -	\$ 64.90
50	32935	GAGNON, JAMES	\$ 41.98	\$ 0.58	\$ 0.58	\$ -	\$ 0.58	\$ 40.24
50	31599	GAUDET, SCOTT J.	\$ 66.65	\$ -	\$ -	\$ -	\$ -	\$ 66.65
50	31031	GAW, ADAM K.	\$ 192.74	\$ -	\$ -	\$ -	\$ -	\$ 192.74
50	29447	GIBNEY, JOSEPH	\$ 42.30	\$ -	\$ -	\$ -	\$ -	\$ 42.30
50	27612	GILES, JOSHUA	\$ 374.39	\$ -	\$ -	\$ -	\$ -	\$ 374.39
50	31954	GINGRAS, ROBERTA	\$ 194.50	\$ -	\$ -	\$ -	\$ -	\$ 194.50
50	32982	HALL, DEREK	\$ 0.08	\$ -	\$ -	\$ -	\$ -	\$ 0.08
50	3148	HANOVER HILL SIDING	\$ 334.64	\$ 334.25	\$ -	\$ -	\$ -	\$ 0.39
50	30200	HANSON, MICHAEL THOMAS	\$ 44.22	\$ -	\$ -	\$ -	\$ -	\$ 44.22
50	31053	HENDRICKS, JAMES	\$ 16.84	\$ -	\$ -	\$ -	\$ -	\$ 16.84
50	25408	HERRON, DUSTIN	\$ 26.58	\$ -	\$ -	\$ -	\$ -	\$ 26.58
50	31533	HILARY, HENRY	\$ 23.42	\$ -	\$ -	\$ -	\$ -	\$ 23.42
50	32370	HINSE, BRYAN	\$ 219.90	\$ -	\$ -	\$ -	\$ -	\$ 219.90
50	33145	HOOKE, KEN	\$ 109.95	\$ 1.60	\$ 1.60	\$ -	\$ -	\$ 106.75
50	11438	HOOKSETT PAVING CO	\$ 12.25	\$ -	\$ -	\$ -	\$ -	\$ 12.25
50	33110	INO, ALEX	\$ 5.16	\$ 0.08	\$ 0.08	\$ -	\$ -	\$ 5.00
50	33142	IRELAND, MORGAN	\$ 34.25	\$ 0.50	\$ 0.50	\$ -	\$ -	\$ 33.25
50	32936	IRWIN, MICHAEL	\$ 1.26	\$ 0.21	\$ 0.21	\$ -	\$ 0.21	\$ 0.63
50	32516	JACOME, AUGUSTUS	\$ 75.15	\$ -	\$ -	\$ -	\$ -	\$ 75.15
50	32983	JENSEN, AMY	\$ 41.10	\$ 0.57	\$ 0.57	\$ -	\$ 0.57	\$ 39.39
50	9473	JONES, JOHN PAUL	\$ 0.76	\$ -	\$ -	\$ -	\$ -	\$ 0.76
50	32676	KARGBO, ALHAJI	\$ 64.90	\$ -	\$ -	\$ -	\$ -	\$ 64.90
50	32255	KHAN, CHOUDHARY	\$ 1.58	\$ -	\$ -	\$ -	\$ -	\$ 1.58
50	32256	KRAUS, CARL	\$ 47.54	\$ -	\$ -	\$ -	\$ -	\$ 47.54
50	32666	LABRECQUE, PAUL	\$ 43.26	\$ -	\$ -	\$ -	\$ -	\$ 43.26
50	33131	LAINCY, JEAN	\$ 17.77	\$ 0.26	\$ 0.26	\$ -	\$ -	\$ 17.25
50	32505	LANDRY, BRANDON	\$ 26.72	\$ -	\$ -	\$ -	\$ -	\$ 26.72
50	32945	LANOIE, JON	\$ 28.59	\$ 0.39	\$ 0.39	\$ -	\$ 0.39	\$ 27.42
50	32482	LECLERC, LELAND	\$ 39.80	\$ -	\$ -	\$ -	\$ -	\$ 39.80
50	31052	LEMONS, KEVIN	\$ 71.10	\$ -	\$ -	\$ -	\$ -	\$ 71.10
50	18609	LIBERTY UTILITIES, INC	\$ 628,213.55	\$ 625,547.29	\$ 52.61	\$ 12.00	\$ 0.14	\$ 2,601.51
50	17579	LODI TRUST	\$ 56.83	\$ -	\$ -	\$ -	\$ -	\$ 56.83
50	32483	LOGIACCCO, FRANCESCO	\$ 13.33	\$ -	\$ -	\$ -	\$ -	\$ 13.33
50	24278	LOGICO PROPERTIES, LLC	\$ 178.93	\$ 177.75	\$ -	\$ -	\$ -	\$ 1.18
50	28432	LUCERO, JEFFREY	\$ 61.16	\$ -	\$ -	\$ -	\$ -	\$ 61.16



City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	32283	MACDONALD, STANLEY	\$ 311.91	\$ 3.73	\$ 3.73	\$ 3.00	\$ 0.73	\$ 300.72
50	2545	MANCHESTER FACILITIES D	\$ 254.00	\$ -	\$ -		\$ -	\$ 254.00
50	11485	MANCHESTER PARKING DIVI	\$ 1,261.91	\$ 597.24	\$ -		\$ -	\$ 664.67
50	2572	MANCHESTER TRANSIT AUTH	\$ 1,110.07	\$ 684.95	\$ -		\$ -	\$ 425.12
50	2557	MANCHESTER WATER WORKS	\$ 152,487.42	\$ 146,377.59	\$ 2,800.00		\$ -	\$ 3,309.83
50	32522	MAROTTO, DAVID	\$ 103.35	\$ -	\$ -		\$ -	\$ 103.35
50	32778	MARSH, KELLY	\$ 30.00	\$ -	\$ -		\$ -	\$ 30.00
50	32385	MARTINEZ, CHRISTINE	\$ 85.01	\$ -	\$ -		\$ -	\$ 85.01
50	21532	MCCORMACK, BRYAN	\$ 227.56	\$ -	\$ -		\$ -	\$ 227.56
50	8659	MCLAURIN ENTERPRISE	\$ 1,364.23	\$ 1,315.25	\$ -		\$ -	\$ 48.98
50	32977	MEDIC, MELIHA	\$ 1.47	\$ -	\$ -		\$ -	\$ 1.47
50	16490	METROPOLIS PROPERTY MAN	\$ 1,706.52	\$ 1,705.50	\$ -		\$ -	\$ 1.02
50	21692	MILL CITY ENERGY MICHAE	\$ 87.13	\$ 84.00	\$ -		\$ -	\$ 3.13
50	31641	MILTNER, ERIC	\$ 27.40	\$ -	\$ -		\$ -	\$ 27.40
50	32960	MOORE, BRUCE	\$ 49.58	\$ 0.68	\$ 0.68		\$ 0.68	\$ 47.54
50	32942	PERKINS, JOHN	\$ 0.18	\$ -	\$ -		\$ -	\$ 0.18
50	11819	PETERSON, JAMES	\$ 108.54	\$ -	\$ -		\$ -	\$ 108.54
50	30072	PIERSON, JASON	\$ 48.44	\$ -	\$ -		\$ -	\$ 48.44
50	29310	POLTACK, GARRETT	\$ 98.00	\$ -	\$ -		\$ -	\$ 98.00
50	31767	PRUSUTAM, NEPAL	\$ 119.26	\$ -	\$ -		\$ -	\$ 119.26
50	33022	RAFAT, KAREEM	\$ 12.72	\$ 0.18	\$ 0.18		\$ 0.18	\$ 12.18
50	30809	RAYMOND, JAMES	\$ 61.88	\$ -	\$ -		\$ -	\$ 61.88
50	33143	REAGAN, RYAN	\$ 41.45	\$ 0.60	\$ 0.60		\$ -	\$ 40.25
50	33125	RIVERA, JOSHUA	\$ 48.02	\$ 0.26	\$ 0.26		\$ -	\$ 47.50
50	32269	ROBICHAUD, DENNIS	\$ 115.46	\$ -	\$ -		\$ -	\$ 115.46
50	31187	ROBINSON, JOSHUA	\$ 151.79	\$ -	\$ -		\$ -	\$ 151.79
50	32411	ROCKWELL, DANA	\$ 0.36	\$ -	\$ -		\$ -	\$ 0.36
50	7617	RONDEAU DEVELOPMENT, LL	\$ 153.88	\$ 2.09	\$ 2.09	\$ 2.00	\$ 0.09	\$ 147.61
50	33146	ROSSMAN, ALEXEXIS	\$ 5.16	\$ 0.08	\$ 0.08		\$ -	\$ 5.00
50	25009	ROTO-ROOTER OF NH	\$ 684.19	\$ 479.54	\$ 0.39	\$ 203.00	\$ -	\$ 1.26
50	32908	RUIZ, JORGE	\$ 180.00	\$ -	\$ -		\$ -	\$ 180.00
50	31009	SAFARI CONSTRUCTION MGM	\$ 5.25	\$ -	\$ -		\$ -	\$ 5.25
50	32911	SALAMANCA, JESUS	\$ 166.25	\$ -	\$ -		\$ -	\$ 166.25
50	32997	SAMPLE, JOSEPH R.	\$ 139.10	\$ 1.52	\$ 1.52	\$ 1.00	\$ 0.52	\$ 134.54
50	29629	SANDSBURY, NATHAN	\$ 246.20	\$ -	\$ -		\$ -	\$ 246.20
50	29448	SCHUNEMANN, DAVID	\$ 92.55	\$ -	\$ -		\$ -	\$ 92.55
50	32478	SCI EXCAVATING LLC.	\$ 8,110.40	\$ 6,916.71	\$ 16.71	\$ 16.00	\$ 0.71	\$ 1,160.27
50	32401	SEGLAH, CLEMENCE	\$ 1.16	\$ -	\$ -		\$ -	\$ 1.16
50	32909	SHABAKA, SHERIF	\$ 77.00	\$ -	\$ -		\$ -	\$ 77.00
50	32962	SHEGANI, ALBI	\$ 28.59	\$ 0.39	\$ 0.39		\$ 0.39	\$ 27.42

City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	32741	SILVENT, JOHN	\$ 70.85	-	\$ -		\$ -	\$ 70.85
50	10601	SOCHA COMPANIES	\$ 126.56	123.14	\$ 1.97		\$ -	\$ 1.45
50	8277	ST CYR, JOSEPH	\$ 135.83	131.25	\$ -		\$ -	\$ 4.58
50	4091	STATE OF NEW HAMPSHIRE	\$ 316,227.00	276,172.49	\$ 7,845.55		\$ -	\$ 32,208.96
50	8041	SYKES, WILLIAM	\$ 0.25	-	\$ -		\$ -	\$ 0.25
50	11134	THE RESOURCE COMPANY	\$ 979.54	390.44	\$ 41.44		\$ -	\$ 547.66
50	33156	THEUS, RONALD	\$ 70.04	1.02	\$ 1.02		\$ -	\$ 68.00
50	32746	TIERNEY, DOUGLAS	\$ 35.27	-	\$ -		\$ -	\$ 35.27
50	31855	TOSADO-NIEVES, PABLO	\$ 107.25	-	\$ -		\$ -	\$ 107.25
50	32480	TURSKI, TODD	\$ 100.47	1.28	\$ 1.28	\$ 1.00	\$ 0.28	\$ 96.63
50	29627	TWIN STATE PROP. MAINT	\$ 166.16	-	\$ -		\$ -	\$ 166.16
50	32570	WEARE, DAVID	\$ 0.26	-	\$ -		\$ -	\$ 0.26
50	28289	WHITEMAN, LACY	\$ 6.44	-	\$ -		\$ -	\$ 6.44
50	28777	WORSLEY, MICHAEL K	\$ 9.64	-	\$ -		\$ -	\$ 9.64
50	33073	YADANI	\$ 5.24	0.08	\$ 0.08		\$ 0.08	\$ 5.00
50	31030	YOUNG, DAVID	\$ 34.18	-	\$ -		\$ -	\$ 34.18
50	27869	YOUNG, NOAH C	\$ 230.70	-	\$ -		\$ -	\$ 230.70
50	32947	ZENANDRE, BRACCIO	\$ 175.52	2.42	\$ 2.42	\$ 2.00	\$ 0.42	\$ 168.26
50	32407	ZLOTRG, ALDIN	\$ 197.75	-	\$ -		\$ -	\$ 197.75
51	32509	CCMSI	\$ 3.35	-	\$ -		\$ -	\$ 3.35
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 1,187,448.04</b>	<b>\$ 1,062,299.92</b>	<b>\$ 10,784.01</b>	<b>\$ 242.00</b>	<b>\$ 8.70</b>	<b>\$ 114,113.41</b>
52	26464	ANDERSON, MELISSA	\$ 120.90	-	\$ -		\$ -	\$ 120.90
52	31834	ANDREW, CLAUS J.	\$ 255.00	-	\$ -		\$ -	\$ 255.00
52	27681	BENOIT, JESSICA	\$ 120.00	-	\$ -		\$ -	\$ 120.00
52	15146	BERGERON, ROLAND	\$ 120.00	-	\$ -		\$ -	\$ 120.00
52	29008	BLUER, JOSHUA	\$ 111.66	-	\$ -		\$ -	\$ 111.66
52	32560	BOUVIER, MEAGHAN	\$ 425.00	170.00	\$ 85.00	\$ 85.00	\$ -	\$ 85.00
52	29663	BRASWELL, LAKEISHA	\$ 110.63	-	\$ -		\$ -	\$ 110.63
52	31542	BYRNE, KAREN	\$ 113.32	-	\$ -		\$ -	\$ 113.32
52	25382	CALIFARNO, SHARON	\$ 110.00	-	\$ -		\$ -	\$ 110.00
52	16680	CAVANAUGH, TIFFANY	\$ 55.00	-	\$ -		\$ -	\$ 55.00
52	23588	CONSTANT, RYAN	\$ 150.00	-	\$ -		\$ -	\$ 150.00
52	12388	COZZENS, MARY	\$ 120.00	-	\$ -		\$ -	\$ 120.00
52	27683	CROWLEY, BRIAN	\$ 55.00	-	\$ -		\$ -	\$ 55.00
52	29721	CRUZ, ZAMAIRA	\$ 55.00	-	\$ -		\$ -	\$ 55.00
52	31099	CURTIS, RICKY	\$ 55.00	-	\$ -		\$ -	\$ 55.00
52	32517	DANDI PRODUCTS	\$ 85.00	-	\$ -		\$ -	\$ 85.00
52	27905	DEFABIO, DEBRA	\$ 120.00	-	\$ -		\$ -	\$ 120.00
52	31157	DEKORNE, CATHERINE	\$ 120.00	-	\$ -		\$ -	\$ 120.00
52	30960	DIETER, DAVID	\$ 121.80	-	\$ -		\$ -	\$ 121.80



City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	32201	DULCES BAKERY, LLC.	\$ 4.19	\$ 0.06	\$ -	\$ -	\$ -	\$ 4.13
52	27343	EMERSON, SAMANTHA	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	32969	FARGO, MICHAEL	\$ 225.81	\$ -	\$ 2.49	\$ 1.00	\$ 0.66	\$ 221.66
52	8132-52	FEMA	\$ 417.96	\$ -	\$ -	\$ -	\$ -	\$ 417.96
52	26745	FORREST TIMOTHY	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
52	32913	FOWLER, JESSIE	\$ 275.83	\$ 110.83	\$ 55.00	\$ 55.00	\$ -	\$ 55.00
52	32561	GAINOR, EDWARD	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
52	32248	GALGANO, MICHAEL	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	25506	GARNEAU, MARK	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	20842	GRICE, THOMAS	\$ 113.32	\$ -	\$ -	\$ -	\$ -	\$ 113.32
52	33012	IMPRESS HEALTHCARE CORP	\$ 425.00	\$ 170.00	\$ 85.00	\$ 85.00	\$ -	\$ 85.00
52	13921	JANELLE, PETER	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	29554	JEBUR, DIYAR	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	31900	JOHNSON, ERIN N.	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	31169	JOHNSON, JASON	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	6384	JOHNSON, KAREN	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32651	JUST, ASHLEY	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	30187	KEANE, EMILY	\$ 114.15	\$ -	\$ -	\$ -	\$ -	\$ 114.15
52	29525	KELLY, EDWARD	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	32249	LLAMA, FRANK III	\$ 111.66	\$ -	\$ -	\$ -	\$ -	\$ 111.66
52	29557	LORENA'S CANTINA	\$ 113.30	\$ -	\$ -	\$ -	\$ -	\$ 113.30
52	27481	LOURES, SAMANTHA	\$ 56.66	\$ -	\$ -	\$ -	\$ -	\$ 56.66
52	32787	MACLAUGHLIN, VICTORIA	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	32761	MADHUMITHA, GOKA	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	31989	MARTIN, MIRANDA	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	32287	MCCARTHY, JAMES	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	28527	MCKENZIE, BRANDON	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	30420	MCKINNEY, MONICA	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	32379	MGB DEVELOPMENT GROUP,	\$ 1,440.39	\$ 1,375.00	\$ -	\$ -	\$ -	\$ 65.39
52	18259	MIDTOWN CAFE LLC.	\$ 227.05	\$ 120.69	\$ 60.69	\$ -	\$ -	\$ 45.67
52	32764	MILLER, LEE	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	28520	MONTAGUDO, YASBEL	\$ 167.36	\$ -	\$ -	\$ -	\$ -	\$ 167.36
52	29558	MORENO, CHRISTIAN	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	31723	NAZARALI, MILA	\$ 62.70	\$ -	\$ -	\$ -	\$ -	\$ 62.70
52	31297	OGLEBAY, MISSY	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	18443	OTIS, MARK	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	26744	PACKARD, DEREK	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	32291	PALAZZO, ELIZABETH	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ 220.00
52	32045	PALAZZOLA, JESSICA	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32616	PAOLINI, LISA	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ 340.00

City of Manchester NH - Receivables  
Over 90 Days as of 2/5/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	32183	PEREIRA, JUSTIN	\$ 180.00	-	\$ -	-	-	\$ 180.00
52	25578	PHILLIPS, MAGGIE	\$ 340.00	-	\$ -	-	-	\$ 340.00
52	32612	PRM-RGM, LLC	\$ 510.00	-	\$ -	-	-	\$ 510.00
52	31427	PROVENCHER, EMILY	\$ 170.00	-	\$ -	-	-	\$ 170.00
52	27051	RABEAH, SARMED	\$ 170.00	-	\$ -	-	-	\$ 170.00
52	31830	RATCHFORD, ASHLEY	\$ 85.00	-	\$ -	-	-	\$ 85.00
52	32282	RICE, PATRICIA	\$ 42.50	-	\$ -	-	-	\$ 42.50
52	31786	RITCHE, JENNI	\$ 180.00	-	\$ -	-	-	\$ 180.00
52	19825	SALTER SCHOOL OF NURSIN	\$ 13,276.77	190.59	190.59	\$ 127.00	0.06	\$ 12,768.53
52	33114	SANTIAGO, KATELYN	\$ 165.83	0.83	55.00	\$ 55.00	-	\$ 55.00
52	32901	SEBA, APELETE CURTIS J	\$ 355.00	170.00	85.00	\$ 85.00	-	\$ 15.00
52	30169	SEWELL, JIMMY	\$ 110.00	-	\$ -	-	-	\$ 110.00
52	25582	SMITH, LINDA	\$ 425.00	170.00	85.00	\$ 85.00	-	\$ 85.00
52	30959	SOUICY, JOEL	\$ 595.00	170.00	85.00	\$ 85.00	-	\$ 255.00
52	29521	ST. JOHN, MARY	\$ 165.00	-	\$ -	-	-	\$ 165.00
52	11528	STRANGE, KAT	\$ 190.80	-	2.70	\$ 2.00	0.70	\$ 185.40
52	20625	STUART, MARK	\$ 110.00	-	\$ -	-	-	\$ 110.00
52	32613	SUSLAK, BRIAN	\$ 595.00	170.00	85.00	\$ 85.00	-	\$ 255.00
52	22215	TAJ INDIA, INC	\$ 425.00	170.00	85.00	\$ 85.00	-	\$ 85.00
52	26867	TOBIN, SHAWN	\$ 170.00	-	\$ -	-	-	\$ 170.00
52	32341	TROIANI, GAYLE	\$ 60.90	-	\$ -	-	-	\$ 60.90
52	31933	TSERONIS, ALEXANDRA	\$ 255.00	-	\$ -	-	-	\$ 255.00
52	25595	TSERONIS, ERIN	\$ 255.00	-	\$ -	-	-	\$ 255.00
52	32955	WHITNEY, CAROLYN	\$ 425.00	170.00	85.00	\$ 85.00	-	\$ 85.00
<b>52 - PARKING TOTALS</b>			<b>\$ 29,230.49</b>	<b>\$ 3,158.00</b>	<b>\$ 1,046.47</b>	<b>\$ 920.00</b>	<b>\$ 1.42</b>	<b>\$ 24,104.60</b>
60	8132-60	FEMA	\$ 8,682.60	-	\$ -	-	-	\$ 8,682.60
<b>60 - WELFARE TOTALS</b>			<b>\$ 8,682.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,682.60</b>
65	3575	MANCHESTER REGIONAL YOU	63,577.55	63,569.98	0	0	0	7.57
<b>65 - PARKS &amp; RECREATION TOTALS</b>			<b>\$ 63,577.55</b>	<b>\$ 63,569.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7.57</b>
<b>GRAND TOTALS</b>			<b>\$ 3,004,823.96</b>	<b>\$ 1,647,838.99</b>	<b>\$ 175,232.99</b>	<b>\$ 217,193.00</b>	<b>\$ 17.30</b>	<b>\$ 964,541.68</b>

Submission for Solicitors Review  
Account in Collections

**City of Manchester - Accounts Receivable  
Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
5/8/2017	CE	Mateo, Ernesto B	24593	9988634	11/25/2015	\$ 1,145.00	\$ 1,145.00	\$ 206.16	\$ 1,351.16	\$500 Bail Payment Received 7/22/19
3/29/2018	CE	Ahmedamin, Sandra	29012	1011955	7/17/2017	\$ 1,150.00	\$ 1,150.00	\$ 86.25	\$ 1,236.25	Paying court approved \$50/month payment until full debt satisfied.
4/27/2018	CE	Panourgias, Maria	28332	1009337	5/12/2017	\$ 1,580.00	\$ 1,580.00	\$ 165.90	\$ 1,745.90	3/9/20 \$200 Overdue payment received.
2/6/2020	Fire	LRNCT, LLC	27000	1039590	8/16/2019	\$ 2,100.00	\$ 2,100.00	\$ 126.00	\$ 2,226.00	Paying court approved \$50/month payment until full debt satisfied. 10/7/20 In the process of negotiation with the account's counsel.
	Highway	Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/28/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	Write-off recommend
1/22/2021	Police	Veracity Construction	29057	1028365 & 1029153	9/19/18 & 10/3/18	\$ 1,422.50	\$ 1,422.50	\$ 75.20	\$ 1,497.70	Bankruptcy

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

New Submission

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the City's Monthly Financial Report (unaudited) for the first seven months of fiscal year 2021, submitted by the Finance Director, has been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



Sharon Y. Wickens  
Finance Officer

## CITY OF MANCHESTER

### Finance Department

February 8, 2021

Committee on Accounts, Enrollment and Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first seven months of fiscal year 2021.

#### ***Expenditures:***

The average unobligated balance percentage after seven months should be 41.67% as a benchmark. All departments are within 10% of this benchmark with the exception of Information Systems and Department of Public Works. The overall unobligated percentage after seven months is 40% for 2021 compared to 40.48% a year ago. Health insurance costs for 2021 are trending over budget by \$658 thousand through January. A comparison of retirement payouts through January for FY 2021 and 2020 is as follows:

	2021	2020
Payments	\$ 1,271,841	\$ 1,026,177
Retirements		
Police	9	5
Fire	8	4
DPW	5	9
All Other	6	7
Total	28	25

The following amounts have been transferred from the FY 2021 Contingency Account as of 1/31/2021:

Original Budget	7/1/2020	1,571,979.00
Transfer for Splash Pad/Hunt Pool/Crystal Lake Summer Funding	7/7/2020	(26,902.00)
Transfer for Public Skating Positions	9/1/2020	(14,000.00)
Transfer for Planning Department for filling critical vacancies	10/6/2020	(45,000.00)
School Charter Commission completion fund transfer	10/6/2020	5,216.88
Transfer for DPW recycling contract approval	10/20/2020	(600,000.00)
Transfer to Police Department	11/17/2020	(200,000.00)
Revised Balance - posted		691,293.88

#### ***Revenues:***

Revenues for the first seven months of fiscal year 2021 are \$3.5 million lower than a year ago. Auto registrations are \$148 thousand lower than the same period a year ago. Building permits are lower by \$1.9 million, primarily due to several large projects requiring building permits during the first and second quarter in FY20 and the impact on business due to the COVID19 pandemic. Interest income is also down by \$420 thousand due to lower interest rates.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Y. Wickens".

Sharon Y. Wickens  
Finance Officer

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6460 • FAX: (603) 624-6549  
E-mail: [Finance@ManchesterNH.gov](mailto:Finance@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

**CITY OF MANCHESTER  
NEW HAMPSHIRE**



**FINANCIAL REPORTS**

**FOR THE SEVEN MONTHS ENDED  
JANUARY 31, 2021**

**UNAUDITED**



CITY OF MANCHESTER, NEW HAMPSHIRE  
PRELIMINARY FINANCIAL STATEMENTS  
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FOR THE SEVEN MONTHS ENDED JANUARY 31, 2021  
(UNAUDITED)

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7	Parking Division Account Balances Fiscal Year 2021

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Seven Months Ended January 31, 2021  
 (UNAUDITED)  
 Budget Basis  
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	FY 2021 MODIFIED BUDGET	FY 2021 OBLIGATIONS TO DATE	FY 2021 UNOBLIGATED BALANCE	FY 2021 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	655,902.00	372,481.18	283,420.82	43.21
CITY CLERK	1,022,852.00	637,353.24	385,498.76	37.69
CITY SOLICITOR	1,567,314.00	819,645.54	747,668.46	47.70
FINANCE	996,435.00	496,477.79	499,957.21	50.17
CENTRAL FLEET MANAGEMENT	3,394,961.00	1,799,075.69	1,595,885.31	47.01
INFORMATION SYSTEMS	1,786,787.00	1,164,835.80	621,951.20	34.81
MAYOR	239,156.00	129,261.54	109,894.46	45.95
OFFICE OF YOUTH SERVICES	623,414.00	340,742.09	282,671.91	45.34
HUMAN RESOURCES	775,267.00	427,533.19	347,733.81	44.85
PLANNING & COMMUNITY DEVELOPMENT	2,140,437.00	1,175,358.34	965,078.66	45.09
TAX COLLECTOR	657,558.00	368,147.39	289,410.61	44.01
FIRE	21,577,551.00	13,440,879.02	8,136,671.98	37.71
POLICE	27,576,629.00	15,811,705.10	11,764,923.90	42.66
HEALTH	3,048,884.00	1,493,035.48	1,555,848.52	51.03
DEPARTMENT OF PUBLIC WORKS	27,844,838.00	18,946,816.44	8,898,021.56	31.96
WELFARE	1,072,699.00	466,519.38	606,179.62	56.51
LIBRARY	2,079,487.00	1,207,123.20	872,363.80	41.95
SENIOR SERVICES	256,008.00	141,130.25	114,877.75	44.87
TOTAL AGENCIES	97,386,179.00	59,273,120.66	38,113,058.34	39.14
RESTRICTED ITEMS-				
WORKERS COMPENSATION - SALARY	684,000.00	201,521.20	482,478.80	70.54
WORKERS COMPENSATION - MEDICAL	1,683,654.00	1,465,690.04	217,963.96	12.95
HEALTH INSURANCE	11,813,720.00	7,549,164.43	4,264,555.57	36.10
DENTAL INSURANCE	712,791.00	399,744.98	313,046.02	43.92
DEATH BENEFIT	72,601.00	26,622.35	45,978.65	63.33
DISABILITY INSURANCE	61,821.00	23,953.91	37,867.09	61.25
CITY RETIREMENT	9,421,925.00	5,590,893.50	3,831,031.50	40.66
FIRE STATE PENSION	5,835,716.00	3,634,853.50	2,200,862.50	37.71
POLICE STATE PENSION	6,451,192.00	3,808,887.16	2,642,304.84	40.96
FICA	3,156,973.00	1,763,777.03	1,393,195.97	44.13
UNEMPLOYMENT	25,000.00	-	25,000.00	100.00
TUITION	50,000.00	23,473.16	26,526.84	53.05
CGL INSURANCE	1,000,000.00	583,388.02	416,611.98	41.66
TOTAL RESTRICTED ITEMS	40,969,393.00	25,071,969.28	15,897,423.72	38.80

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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Seven Months Ended January 31, 2021  
 (UNAUDITED)  
 Budget Basis  
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	FY 2021 MODIFIED BUDGET	FY 2021 OBLIGATIONS TO DATE	FY 2021 UNOBLIGATED BALANCE	FY 2021 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	686,077.00	(5,216.88)	691,293.88	100.76
MPTS	452,033.00	452,033.00	-	-
CIVIC CONTRIBUTIONS	144,389.00	131,476.00	12,913.00	8.94
TRANSFER TO RESERVE ACCOUNT	1,850,000.00	1,850,000.00	-	-
NON-CITY PROGRAMS	74,563.00	74,563.48	(.48)	-
STREET LIGHTING	948,087.00	452,836.23	495,250.77	52.24
TRANSIT SUBSIDY	1,373,782.00	1,373,782.00	-	-
EMPLOYEE MEDICAL SERVICES	55,000.00	23,859.77	31,140.23	56.62
MATURING DEBT	11,863,203.00	5,083,429.75	6,779,773.25	57.15
INTEREST ON MATURING DEBT	5,349,442.00	2,908,506.91	2,440,935.09	45.63
	-----			
TOTAL NON-DEPARTMENTAL ITEMS	22,796,576.00	12,345,270.26	10,451,305.74	45.85
	-----			
TOTAL GENERAL FUND	\$ 161,152,148.00	\$ 96,690,360.20	\$ 64,461,787.80	40.00
	=====			

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Seven Months Ended January 31, 2020  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDBNB2

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	FY 2020 MODIFIED BUDGET	FY 2020 OBLIGATIONS TO DATE	FY 2020 UNOBLIGATED BALANCE	FY 2020 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	671,400.00	343,777.92	327,622.08	48.80
CITY CLERK	1,074,350.00	593,696.92	480,653.08	44.74
MEDO	151,768.00	66,677.17	85,090.83	56.07
CITY SOLICITOR	1,494,017.00	809,467.66	684,549.34	45.82
FINANCE	1,016,066.00	593,400.24	422,665.76	41.60
CENTRAL FLEET MANAGEMENT	3,301,515.00	1,779,038.51	1,522,476.49	46.11
INFORMATION SYSTEMS	1,786,772.00	965,390.45	821,381.55	45.97
MAYOR	235,784.00	133,366.19	102,417.81	43.44
OFFICE OF YOUTH SERVICES	597,076.00	320,844.80	276,231.20	46.26
HUMAN RESOURCES	880,267.00	422,442.87	457,824.13	52.01
PLANNING & COMMUNITY DEVELOPMENT	2,164,616.00	1,093,281.71	1,071,334.29	49.49
TAX COLLECTOR	594,283.00	328,794.57	265,488.43	44.67
FIRE	20,972,192.00	12,568,366.64	8,403,825.36	40.07
POLICE	26,249,079.00	15,036,762.88	11,212,316.12	42.72
HEALTH	2,966,686.00	1,468,959.26	1,497,726.74	50.48
DEPARTMENT OF PUBLIC WORKS	28,351,871.00	20,231,585.66	8,120,285.34	28.64
WELFARE	961,746.00	568,342.96	393,403.04	40.91
LIBRARY	2,073,657.00	1,202,204.13	871,452.87	42.02
SENIOR SERVICES	236,862.00	133,360.72	103,501.28	43.70
TOTAL AGENCIES	95,850,007.00	58,694,761.26	37,155,245.74	38.76
RESTRICTED ITEMS-				
WORKERS COMPENSATION - SALARY	976,456.89	563,632.74	412,824.15	42.28
WORKERS COMPENSATION - MEDICAL	2,532,333.58	1,607,460.63	924,872.95	36.52
HEALTH INSURANCE	12,359,707.02	7,567,656.47	4,792,050.55	38.77
DENTAL INSURANCE	496,431.49	416,026.96	80,404.53	16.20
DEATH BENEFIT	72,601.00	26,026.16	46,574.84	64.15
DISABILITY INSURANCE	62,151.00	23,227.74	38,923.26	62.63
CITY RETIREMENT	9,187,096.49	5,340,203.39	3,846,893.10	41.87
FIRE STATE PENSION	5,695,716.00	3,424,862.30	2,270,853.70	39.87
POLICE STATE PENSION	6,159,646.01	3,551,803.19	2,607,842.82	42.34
FICA	2,993,426.22	1,773,131.67	1,220,294.55	40.77
UNEMPLOYMENT	25,000.00	5,000.00	20,000.00	80.00
TUITION	50,000.00	38,409.50	11,590.50	23.18
CGL INSURANCE	1,191,862.82	597,136.38	594,726.44	49.90
TOTAL RESTRICTED ITEMS	41,802,428.52	24,934,577.13	16,867,851.39	40.35

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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Seven Months Ended January 31, 2020  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDNBN2

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	FY 2020 MODIFIED BUDGET	FY 2020 OBLIGATIONS TO DATE	FY 2020 UNOBLIGATED BALANCE	FY 2020 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	452,033.00	452,033.00	-	-
CONTINGENCY	35,000.00	25,000.00	10,000.00	28.57
CIVIC CONTRIBUTIONS	166,760.00	161,415.00	5,345.00	3.21
NON-CITY PROGRAMS	74,563.48	74,563.48	-	-
TRANSFER TO RESERVE ACCOUNTS	1,392,000.00	-	1,392,000.00	100.00
STREET LIGHTING	903,784.00	874,243.28	29,540.72	3.27
COMMUNITY IMPROVEMENT PROGRAM	1,632,757.00	90,000.00	1,542,757.00	94.49
TRANSIT SUBSIDY	1,273,947.00	1,273,947.00	-	-
EMPLOYEE MEDICAL SERVICES	55,000.00	24,368.79	30,631.21	55.69
MATURING DEBT	12,137,778.24	5,629,528.11	6,508,250.13	53.62
INTEREST ON MATURING DEBT	5,074,866.76	3,498,480.19	1,576,386.57	31.06
	-----	-----	-----	-----
TOTAL NON-DEPARTMENTAL ITEMS	23,198,489.48	12,103,578.85	11,094,910.63	47.83
	-----	-----	-----	-----
TOTAL GENERAL FUND	\$ 160,850,925.00	\$ 95,732,917.24	\$ 65,118,007.76	40.48
	=====	=====	=====	=====

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City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Department - General Fund  
 Non-Property Tax Revenues  
 For The Seven Months Ended January 31, 2021  
 (UNAUDITED)  
 Budget Basis  
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	FY 2021 MODIFIED BUDGET	FY 2021 REVENUE RECOGNIZED	FY 2021 UNRECOGNIZED BALANCE	FY 2021 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	933,500.00	324,990.63	608,509.37	65.19
CITY CLERK	2,415,055.00	661,564.26	1,753,490.74	72.61
CITY SOLICITOR	681,317.00	359,138.00	322,179.00	47.29
FINANCE	8,247,281.00	4,518,833.75	3,728,447.25	45.21
INFORMATION SYSTEMS	205,000.00	186,163.49	18,836.51	9.19
HUMAN RESOURCES	6,000.00	6,127.21	(127.21)	(2.12)
PLANNING & COMMUNITY DEVELOPMENT	3,196,000.00	1,537,705.07	1,658,294.93	51.89
TAX COLLECTOR	22,924,869.00	12,389,165.88	10,535,703.12	45.96
CENTRAL FLEET MANAGEMENT	45,000.00	35,675.73	9,324.27	20.72
FIRE	941,870.00	730,671.94	211,198.06	22.42
POLICE	1,218,308.00	301,468.99	916,839.01	75.26
HEALTH	2,638,657.00	979,021.05	1,659,635.95	62.90
DEPARTMENT OF PUBLIC WORKS	13,645,767.00	6,350,549.40	7,295,217.60	53.46
WELFARE	15,000.00	11,261.01	3,738.99	24.93
SENIOR SERVICES	4,500.00	-	4,500.00	100.00
-----				
TOTAL AGENCIES	\$ 57,118,124.00	\$ 28,392,336.41	\$ 28,725,787.59	50.29
=====				

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type - General Fund  
 Non-Property Tax Revenues  
 For The Seven Months Ended January 31, 2021  
 (UNAUDITED)  
 Budget Basis  
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	21,140.00	32,494.03	(11,354.03)	(53.71)
INTEREST AND PENALTIES	670,000.00	435,452.60	234,547.40	35.01
CABLE FRANCHISE FEES	1,700,000.00	441,091.90	1,258,908.10	74.05
TOTAL TAXES, INTEREST AND PENALTIES	2,391,140.00	909,038.53	1,482,101.47	61.98
LICENSES AND PERMITS				
AUTO REGISTRATIONS	21,946,797.00	11,770,396.22	10,176,400.78	46.37
LICENSES	546,640.00	116,057.09	430,582.91	78.77
PERMITS	3,071,935.00	1,427,856.23	1,644,078.77	53.52
TOTAL LICENSES AND PERMITS	25,565,372.00	13,314,309.54	12,251,062.46	47.92
INTERGOVERNMENTAL				
FEDERAL REVENUES	406,000.00	181,372.34	224,627.66	55.33
PAYMENTS IN LIEU OF TAXES	895,800.00	292,645.57	603,154.43	67.33
STATE REVENUES	5,525,193.00	4,312,608.60	1,212,584.40	21.95
TOTAL INTERGOVERNMENTAL	6,826,993.00	4,786,626.51	2,040,366.49	29.89
SALES AND SERVICES				
GENERAL REVENUES	196,724.00	117,399.96	79,324.04	40.32
PUBLIC SAFETY	266,150.00	125,056.68	141,093.32	53.01
HIGHWAY	1,035,574.00	637,478.78	398,095.22	38.44
HEALTH	13,500.00	-	13,500.00	100.00
CEMETERY, PARKS & RECREATION	1,751,734.00	960,433.24	791,300.76	45.17
ZONING BOARD	69,000.00	41,521.00	27,479.00	39.82
PARKING VIOLATIONS	7,500.00	150.00	7,350.00	98.00
COURT FINES	9,000.00	1,506.28	7,493.72	83.26
OTHER FINES	-	6,100.00	(6,100.00)	-
FEES	1,171,345.00	899,668.21	271,676.79	23.19
WITNESS FEES	-	135.00	(135.00)	-
TOTAL SALES AND SERVICES	4,520,527.00	2,789,449.15	1,731,077.85	38.29
OTHER REVENUE SOURCES				
INTEREST INCOME	502,750.00	299,034.52	203,715.48	40.52
FUND TRANSFERS	2,856,195.00	-	2,856,195.00	100.00
REIMBURSEMENTS	3,125,550.00	1,554,400.45	1,571,149.55	50.27
RENTALS & LEASES	1,206,952.00	598,747.07	608,204.93	50.39
SCHOOL CHARGEBACKS	10,119,982.00	4,138,878.89	5,981,103.11	59.10
MISCELLANEOUS	2,663.00	1,851.75	811.25	30.46
TOTAL OTHER REVENUE SOURCES	17,814,092.00	6,592,912.68	11,221,179.32	62.99
TOTAL	\$ 57,118,124.00	\$ 28,392,336.41	\$ 28,725,787.59	50.29

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Seven Months Ended January 31, 2021  
 Modified Budget FY 2021  
 (UNAUDITED)  
 Budget Basis  
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	ACTUAL FY 2020	MODIFIED BUDGET FY 21	DIFFERENCE ACTUAL 20 VS BUDGET 21	PERCENTAGE DIFFERENCE OF FY20 VS FY21
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	27,986	21,140	(6,846)	(24.46)
INTEREST AND PENALTIES	972,779	670,000	(302,779)	(31.13)
CABLE FRANCHISE FEES	1,757,127	1,700,000	(57,127)	(3.25)
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	2,757,892	2,391,140	(366,752)	(13.30)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	20,236,277	21,946,797	1,710,520	8.45
LICENSES	479,715	546,640	66,925	13.95
PERMITS	4,725,828	3,071,935	(1,653,893)	(35.00)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	25,441,820	25,565,372	123,552	.49
INTERGOVERNMENTAL				
FEDERAL REVENUES	239,640	406,000	166,360	69.42
PAYMENTS IN LIEU OF TAXES	895,764	895,800	36	-
STATE REVENUES	5,636,375	5,525,193	(111,182)	(1.97)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	6,771,779	6,826,993	55,214	.82
SALES AND SERVICES				
GENERAL REVENUES	304,654	196,724	(107,930)	(35.43)
PUBLIC SAFETY	248,262	266,150	17,888	7.21
HIGHWAY	1,065,841	1,035,574	(30,267)	(2.84)
HEALTH	4,640	13,500	8,860	190.95
CEMETERY, PARKS & RECREATION	1,596,975	1,751,734	154,759	9.69
ZONING BOARD	69,190	69,000	(190)	(.27)
PARKING VIOLATIONS	5,950	7,500	1,550	26.05
COURT FINES	7,350	9,000	1,650	22.45
OTHER FINES	13,250	-	(13,250)	(100.00)
FEES	1,161,304	1,171,345	10,041	.86
WITNESS FEES	14,452	-	(14,452)	(100.00)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	4,491,868	4,520,527	28,659	.64
OTHER REVENUE SOURCES				
INTEREST INCOME	883,308	502,750	(380,558)	(43.08)
FUND TRANSFERS	3,062,411	2,856,195	(206,216)	(6.73)
REIMBURSEMENTS	3,667,573	3,125,550	(542,023)	(14.78)
RENTALS & LEASES	766,271	1,206,952	440,681	57.51
SCHOOL CHARGEBACKS	9,088,194	10,119,982	1,031,788	11.35
MISCELLANEOUS	35,334	2,663	(32,671)	(92.46)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	17,503,091	17,814,092	311,001	1.78
	-----	-----	-----	-----
TOTAL	\$ 56,966,450	\$ 57,118,124	\$ 151,674	.27
	=====	=====	=====	=====



City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Seven Months Ended January 31, 2021 and 2020  
 (UNAUDITED)  
 Budget Basis  
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	7 MONTH ACTUAL FY 2020	7 MONTH ACTUAL FY 2021	DIFFERENCE ACTUAL 20 VS ACTUAL 21	PERCENTAGE DIFFERENCE OF FY20 VS FY21
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	5,072	32,494	27,422	540.66
INTEREST AND PENALTIES	486,858	435,452	(51,405)	(10.56)
CABLE FRANCHISE FEES	438,354	441,091	2,737	.62
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	930,284	909,038	(21,245)	(2.28)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	11,918,367	11,770,396	(147,970)	(1.24)
LICENSES	118,396	116,057	(2,338)	(1.98)
PERMITS	3,340,976	1,427,856	(1,913,119)	(57.26)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	15,377,739	13,314,309	(2,063,429)	(13.42)
INTERGOVERNMENTAL				
FEDERAL REVENUES	115,433	181,372	65,939	57.12
PAYMENTS IN LIEU OF TAXES	783,264	292,645	(490,618)	(62.64)
STATE REVENUES	4,761,439	4,312,608	(448,830)	(9.43)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	5,660,136	4,786,626	(873,509)	(15.43)
SALES AND SERVICES				
GENERAL REVENUES	243,005	117,399	(125,605)	(51.69)
PUBLIC SAFETY	167,696	125,056	(42,639)	(25.43)
HIGHWAY	614,269	637,478	23,209	3.78
HEALTH	4,040	-	(4,040)	(100.00)
CEMETERY, PARKS & RECREATION	1,041,619	960,433	(81,185)	(7.79)
ZONING BOARD	44,735	41,521	(3,214)	(7.18)
PARKING VIOLATIONS	4,500	150	(4,350)	(96.67)
COURT FINES	6,256	1,506	(4,749)	(75.92)
OTHER FINES	13,250	6,100	(7,150)	(53.96)
FEES	809,488	899,668	90,180	11.14
WITNESS FEES	14,452	135	(14,317)	(99.07)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	2,963,310	2,789,449	(173,860)	(5.87)
OTHER REVENUE SOURCES				
INTEREST INCOME	718,789	299,034	(419,754)	(58.40)
FUND TRANSFERS	50	-	(50)	(100.00)
REIMBURSEMENTS	1,889,249	1,554,400	(334,848)	(17.72)
RENTALS & LEASES	240,797	598,747	357,950	148.65
SCHOOL CHARGEBACKS	4,122,932	4,138,878	15,946	.39
MISCELLANEOUS	4,644	1,851	(2,792)	(60.13)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	6,976,461	6,592,912	(383,548)	(5.50)
	-----	-----	-----	-----
TOTAL	\$ 31,907,930	\$ 28,392,336	\$ (3,515,593)	(11.02)
	=====	=====	=====	=====

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City of Manchester, New Hampshire  
Parking Division  
Budgetary basis  
For the seven months ended January 31, 2021

(unaudited)

Object Code Description	2021 Revised Budget	July 2020- January 2021 Activity	2021 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,497,150	634,004	895,044
Licenses & Permits Total	2,846,500	1,391,026	1,455,474
Interest Total	25,450	1,349	24,101
Other Revenue Total	634,958	359,220	275,738
Grand Total	<u>5,004,058</u>	<u>2,385,599</u>	<u>2,618,459</u>
Salaries & Wages Total	646,388	337,116	309,272
Employee Benefits Total	379,225	222,077	157,148
Purchased Professional Services Total	14,500	9,066	5,434
Purchased Property Services Total	816,440	385,554	430,886
Other Purchased Services Total	70,100	40,661	29,439
Supplies & Materials Total	100,000	31,000	69,000
Capital Outlay Total	-	-	-
Miscellaneous Total	213,270	55,592	157,679
Non-Departmental Total	258,040	229,770	28,270
Miscellaneous-Reimburse City Total	2,506,095	-	2,506,095
Grand Total	<u>5,004,058</u>	<u>1,310,835</u>	<u>3,693,223</u>
Excess (deficit) of revenues over expenditures	-	1,074,764	(1,074,764)

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that the purchase and sales agreement for 2 Bethel Court, having been withdrawn by the applicant, was received and filed.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee

G Robert Duperron  
PO Box 5653  
Manchester, NH 03108  
(603)512-6663  
[G\\_R\\_D@comcast.net](mailto:G_R_D@comcast.net)

January 6, 2021

ATTN: Brenda  
City of Manchester  
Tax Collectors Office  
1 City Hall Plaza  
Manchester, NH 03101

To: Land and Buildings Committee

This letter is regarding a purchase and sales agreement I submitted for 2 Bethel Court on December 23, 2020. After the PS was submitted I received a phone call from Brenda from the tax collector's office. She stated that there may be an issue with section 17 cited SPECIAL TERMS and if I would consider removing that section.

I would like to clarify my intent with this section. This property has been abandoned and uninhabited for at least two years. Because of this period of time the city could require variances to restore the property back to a three family which it had been for thirty years or more. I believe the property would not be in compliance for parking and possibly other reasons. Another issue is if the property has to meet all regulation for new construction the electrical would not have sufficient outlets in all the rooms to meet newer codes. Fire codes are also more stringent for new construction versus existing properties.

I am willing to obtain any city permits that are necessary to restore and rehabilitate the property but I want the property treated as an existing three family. It would not be in my best interest to purchase this property and be unable to restore the property to its previous state.

Yours Truly,

G Robert Duperron

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the request to relocate the Office of Youth Services to the West Branch of the Library be approved.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

Lands and Buildings Committee  
One City Hall Plaza  
Manchester, New Hampshire 03101

February 1, 2021

Dear Madam Chair,

The Office of Youth Services' lease for our current office space will expire on June 30, 2021. Given this circumstance I was approached by Library Director, Denise van Zanten, this past summer about developing a plan that will mutually benefit both the Office of Youth Services and the Library Department by sharing space at the Branch Library building.

The Library and OYS have regularly partnered on mutual programs for the benefit of our community. With this established partnership the Library Director has suggested that some space at the Branch Library could be repurposed to house the Office of Youth Services and provide expanded access to library services on the west side at the same time. Director van Zanten and I have the approval of the Library Trustees to develop this plan and the Mayor has also given her permission to explore the efficacy of this plan further and recommended we address it with this committee

The space allocated to the Office of Youth Services provides for offices, communal staff space and for the development of a community space that the Library and OYS can use for programming to assist the youth in our city. Phase one of this plan creates the office space for OYS to move in and the estimated minimum cost to relocate is \$22,000 and funding has been identified within the current operational OYS budget. Phase one can be completed in approximately three months' time. Phase two of the project, which could be funded under CIP or with grants, creates the shared community space on the main floor of the branch library and can be completed at a later date. This plan allows the library to provide more service hours at the branch with their current staffing levels and enables them to expand programming space in the building. Our proposal has been discussed with both the City's Facility Division and Information Systems and they assisted with the cost analysis.

This potential space sharing proposal will result in cost savings for the city going forward as the Office of Youth Services will once again be housed in a city building and not be paying rent or additional networking connection needs.

Denise and I would appreciate the opportunity to discuss the cost savings of \$26,400 in the OYS budget going forward and the benefits to both of our departments in more detail. We will be in attendance at your next meeting to address any questions the committee may have. In preparation for that discussion

we have included the estimated costs of the project for each phase, floor plans of the building and a draft of a Memorandum of Understanding.

Respectfully,

*Jon Donovan*

Jon Donovan  
Director, Youth Services

*Denise M. van Zanten*

Denise M. van Zanten  
Library Director

Enc.

cc: Honorable Mayor Joyce Craig  
Library Board of Trustees  
Alderman Will Stewart, Aldermanic Liaison Library

## **MEMORANDUM OF UNDERSTANDING**

MEMORANDUM OF UNDERSTANDING (MOU) made this \_\_ day of \_\_\_\_\_, 2021 by and between the City of Manchester, Office of Youth Services (OYS) and the City of Manchester Library, (together, the Parties).

WHEREAS, The Manchester City Library has a Branch building located at 76 North Main Street (Building) that has the room to offer space to the City's Office of Youth Services; and

WHEREAS, It is the Library Director and Office of Youth Services Director's intent to allow OYS to be housed in a building that is on the city's network and security systems, rather than in rented private space; and

WHEREAS, The Library Trustees have the full authority over Library buildings in the City of Manchester and as such need an agreement with the City to allow this shared use of space.

NOW THEREFORE, the Library Trustees hereby grants the OYS use of space within the Building all upon and subject to the following terms, provisions, covenants and conditions, to wit:

### **1. TERM.**

The Term of this MOU shall be effective July 1, 2021 and shall expire on July 30, 2026. A subsequent MOU may be issued, upon renegotiated terms and with all required approvals, for an additional term(s) not to exceed 5 years in any one term period. Notwithstanding the above provisions of this Section 1, this MOU may be terminated by either party upon 3 months written notice to the opposing party. Upon termination, any space occupied by OYS shall revert to Library use.

### **2. USE.**

OYS staff will have access to their area and shared spaces both during and outside the Building's Library operational hours. OYS and the Library Director will agree to set operational hours as needed for the efficient operation of the Parties. The Parties agree to abide by all Library and City rules and regulations and will respect the confidential nature of client interactions and designated spaces. The Parties agree to maintain shared communal spaces such as restrooms, lunch areas, and meeting areas in a cleanly and respectful manner.

### **3. MAINTENANCE, REPAIR, AND RENOVATION OF BUILDING.**

Library Management will oversee maintenance of the Building. OYS staff will report any maintenance and repair issues to Library Management in a timely manner. OYS shall not make any renovations or add any fixtures to the Building without written approval of the Library Trustees.



4. UTILITIES, PHONES, AND INTERNET.

The Library will pay for electric and gas services for the Building based upon agreed operational hours for the first year. After the first year, the Parties will evaluate the impact of additional operating hours on the cost of electricity and gas. OYS will pay the cost of any significant additional costs of electricity and gas for the remainder of the term of this MOU, price to be negotiated by the Parties in good faith. OYS will pay for their phones and additional internet lines as needed. Library staff and attendant public networks shall be maintained separately from those of OYS.

5. NONASSIGNABILITY.

OYS may not, under any circumstances whatsoever, assign its rights under this MOU to another party nor allow the use of any part of the Building by another party.

6. NOTICES.

All notices provided for in this MOU shall be in writing and sent by interoffice or regular mail, addressed as follows:

If to the OYS:

If to the Library: Manchester City Library, 405 Pine Street, Manchester, NH 03104,  
ATTN: Library Director

IN WITNESS WHEREOF, this Memorandum of Understanding has been entered into as of the date first above written, and executed in multiple counterparts by the respective officers of the Parties hereto, thereunto duly authorized.

CITY OF MANCHESTER  
OFFICE OF YOUTH SERVICES

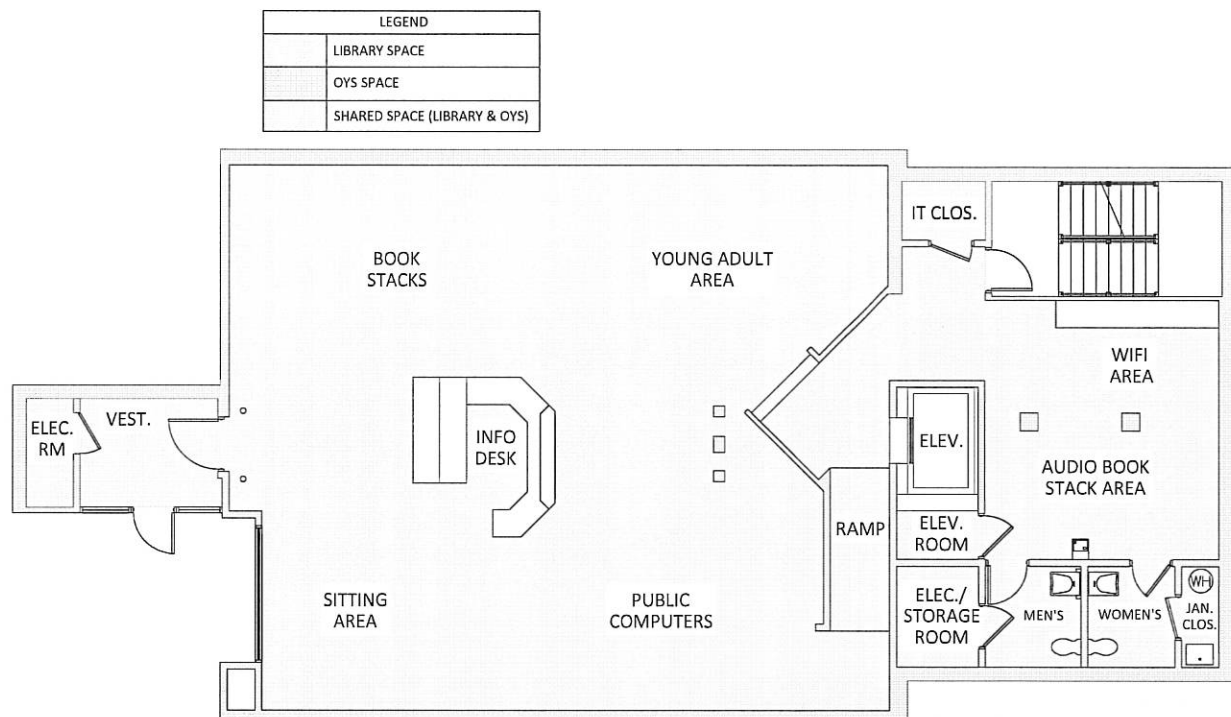
By \_\_\_\_\_  
Jonathan Donovan, Director  
Director

Date \_\_\_\_\_

CITY OF MANCHESTER  
MANCHESTER CITY LIBRARY

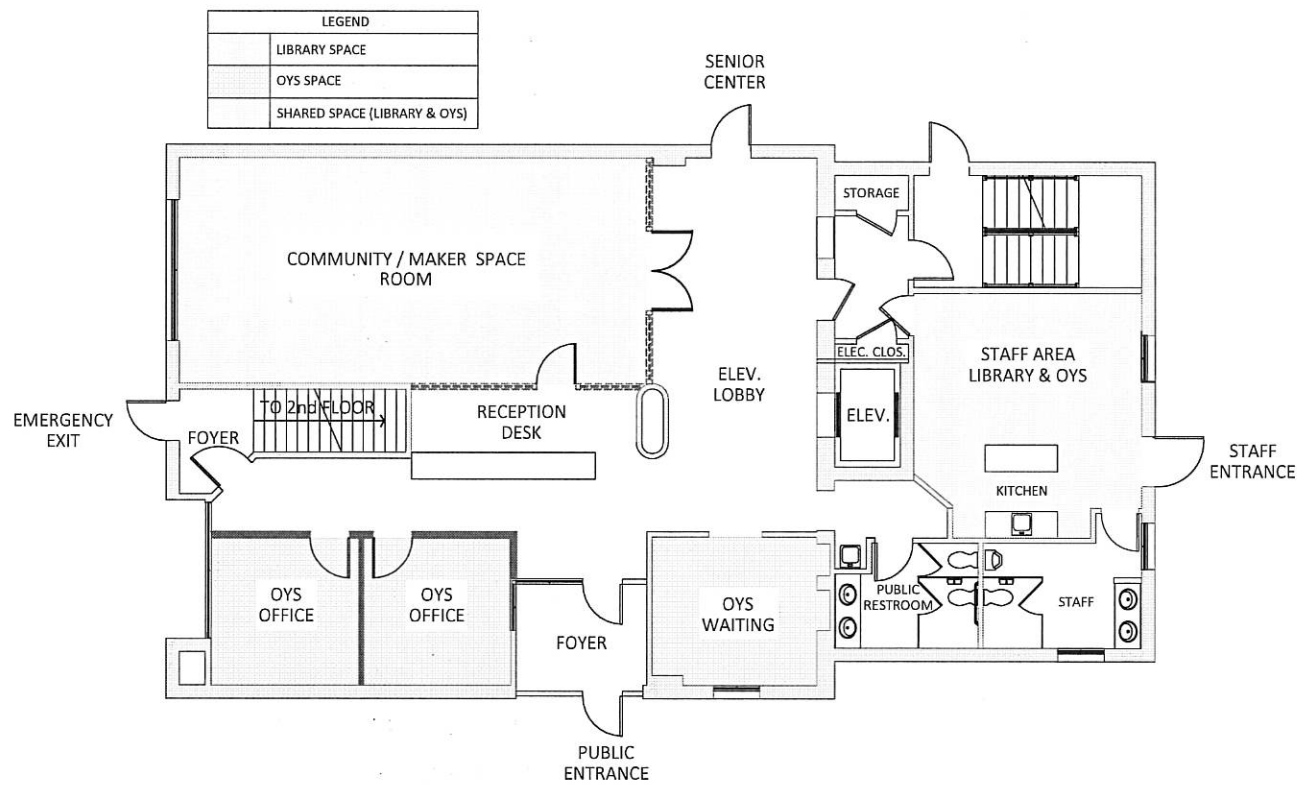
By \_\_\_\_\_  
Denise M. van Zantan,

Date \_\_\_\_\_



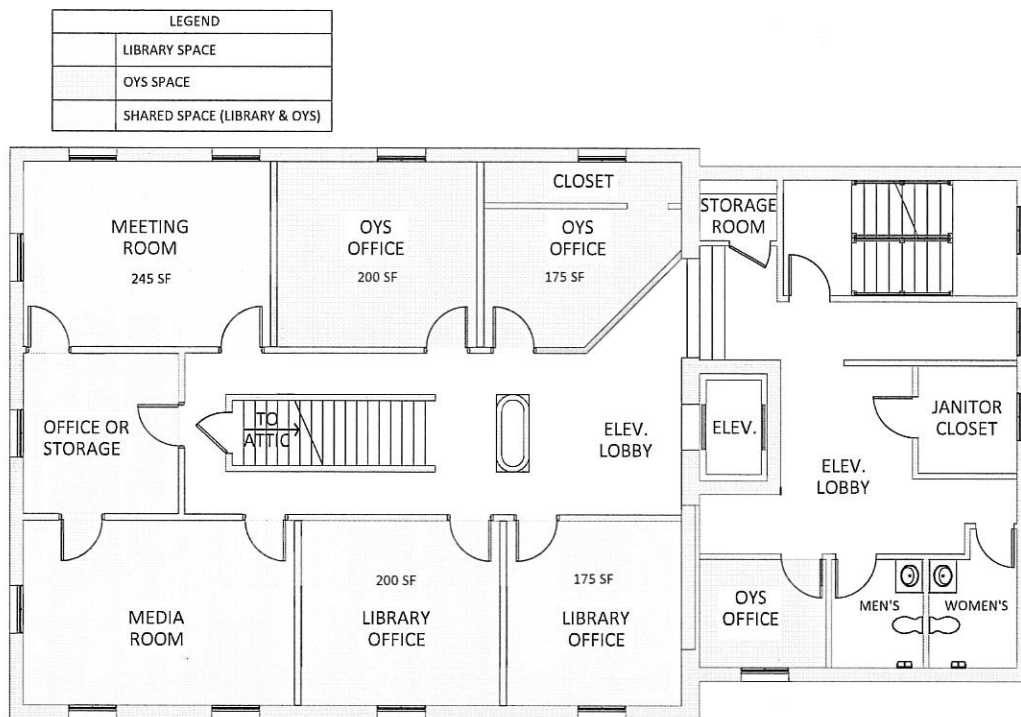
## GROUND FLOOR PLAN

SCALE: NOT TO SCALE



## FIRST FLOOR PLAN

SCALE: NOT TO SCALE



## SECOND FLOOR PLAN

SCALE: NOT TO SCALE

## Estimated Costs for OYS to share Branch Library Building

### Phase I to be paid from operating budgets no additional funds needed.

New City Standard locks (Schlage) 1 <sup>st</sup> floor for new OYS areas/keys	\$1,200
Renovation main floor to offices with doors	\$6,300
Network and Phone connections for OYS	\$6,000
Additional Electrical Outlets	\$2,500
Moving of Library materials/OYS furnishings	\$5,000
Contingency 10%	<u>\$1,000</u>
<b>Total building prep for OYS to move into Branch</b>	<b>\$22,000 (\$0 needed)</b>

### Phase II (can be done after OYS in) put in under CIP FY22/grants

Glass walls and doors Makerspace/Mtg area shared	\$30,000
1 <sup>st</sup> floor Public Bathroom modification - make unisex	\$ 5,000
Convert/Update rest of door locks to City standard	<u>\$12,000</u>
<b>Total</b>	<b>\$47,000 (\$0 needed now)</b>

### Wish List (suggested during planning process)

2 <sup>nd</sup> Floor Lighting	\$7,000
Remove Carpeting, Refinish Wood Floors (2 <sup>nd</sup> Floor)	<u>\$10,000</u>
<b>Total Wish List</b>	<b>\$17,000 (\$0 needed now)</b>

February 24th 2021,

Dear Honorable Members of the Board of School Committee,

It is with a heavy heart that I must tender my resignation to the Board effective Monday March 15th 2021.

After 14 years in Manchester, my family made the difficult but exciting choice to relocate to Minneapolis Minnesota at the end of March.

Serving on this board and representing the constituents of Ward 1 has been one of the great honors of my life. The work we have done over the last year has truly been impressive. From adopting the Manchester Proud plan, to policy changes that focus on equity and inclusion for all our students and ensuring the safety and health of our students, educators and staff during the Covid-19 crisis.

I was most impressed with our work in aiding the underprivileged in our community. The focus on getting technology into their hands for remote learning was immense. Lastly, the work that was done to keep feeding members of our community year round is the best humanitarian story I can think of in this state during the pandemic.

Working with y'all has been wonderful and I leave the city that I love knowing that the district is in great hands - filled with people who truly care about making the best city in the state have the best schools.

Good luck with all your future endeavors.

Be well, stay safe and be kind to one another.

James Porter - BOSC Ward 1

## **DEDICATION OF:**

### ***Double Brook Road, Creekside Drive, Whitewater Drive & Rapids Lane***

**K&M DEVELOPERS, LLC**, a New Hampshire limited liability corporation having an address of 46 Lowell Road, Hudson, Hillsborough County, New Hampshire, 03051 (hereinafter "Grantor") represents to the City of Manchester, a body corporate and politic, of One City Hall Plaza, Manchester, New Hampshire 03101 (hereinafter "Grantee"), that it is the owner of the land noted as *Double Brook Road, Creekside Drive, Whitewater Drive & Rapids Lane* as shown on a plan entitled "RESIDENTIAL SUBDIVISION PLAN – TWIN BROOK SUBDIVISION" Map 823 Lot 9, Cohas Avenue, Manchester, New Hampshire; Dated: August 10, 2016. Prepared by Keach-Nordstrom Associates, Inc. Said plan is recorded at the Hillsborough County Registry of Deeds as plan #39903. Grantor's title source: Hillsborough County Registry of Deeds Book 8989 Page 1214. It is the Grantor's intent to hereby dedicate to the City of Manchester for use as a public way an area depicted on said plan and generally described as follows:

A certain tract or parcel of land situated within the Twin Brook Subdivision, being the roadways known as Double Brook Road, Creekside Drive, Whitewater Drive & Rapids Lane lying on the northerly side of Cohas Avenue in the City of Manchester, County of Hillsborough and State of New Hampshire, more particularly bounded and described as follows:

Beginning at a point on the northerly sideline of Cohas Avenue at the southwesterly corner of Map 823 Lot 9-1, at the beginning of Double Brook Road, thence;

Along a curve to the right having a radius of 18.00 feet and a length of 27.79 feet to a point, thence;

N 48° 31' 55" E for a distance of 96.27 feet to a point, thence;

Along a curve to the right having a radius of 178.00 feet and a length of 100.21 feet to a point, thence;

N 80° 47' 22" E for a distance of 62.15 feet to a point, thence;

Along a curve to the left having a radius of 225.00 feet and a length of 220.88 feet to a point at the beginning of Creekside Drive, thence;

Along a curve to the right having a radius of 18.00 feet and a length of 25.07 feet to a point at the beginning of Creekside Drive, thence;

S 75° 38' 57" E for a distance of 7.52 feet to a point, thence;

Along a curve to the left having a radius of 225.00 feet and a length of 155.17 feet to a point, thence;

N 64° 49' 57" E for a distance of 18.21 feet to a point, thence;

Along a curve to the right having a radius of 175.00 feet and a length of 138.72 feet to a point, thence;

N 69° 45' 03" E for a distance of 74.54 feet to a point, thence;

Along a curve to the left having a radius of 225.00 feet and a length of 354.69 feet to a point, thence;

N 19° 55' 39" E for a distance of 182.32 feet to a point, thence;

Along a curve to the right having a radius of 18.00 feet and a length of 28.27 feet to a point at the beginning of Whitewater Drive, thence;

S 70° 04' 21" E for a distance of 192.92 feet to a point, thence;

Along a curve to the right having a radius of 43.00 feet and a length of 36.54 feet to a point, thence;

Along a curve to the left having a radius of 60.00 feet and a length of 290.46 feet to a point, thence;

Along a curve to the right having a radius of 43.00 feet and a length of 36.54 feet to a point, thence;

N 70° 04' 21" W for a distance of 294.04' feet to a point at the beginning of Rapids Lane, thence;

Along a curve to the right having a radius of 43.00 feet and a length of 53.52 feet to a point, thence;

Along a curve to the left having a radius of 60.00 feet and a length of 263.17 feet to a point, thence;

S 70° 04' 21" E for a distance of 112.69' feet to a point, thence;

Along a curve to the right having a radius of 18.00 feet and a length of 28.27 feet to a point at Whitewater Drive, thence;

S 19° 55' 39" W for a distance of 182.32 feet to a point, thence;

Along a curve to the right having a radius of 175.00 feet and a length of 275.87 feet to a point, thence;

N 69° 45' 03" W for a distance of 74.54 feet to a point, thence;

Along a curve to the left having a radius of 225.00 feet and a length of 178.35 feet to a point, thence;

S 64° 49' 57" W for a distance of 18.19 feet to a point, thence;

Along a curve to the right having a radius of 175.00 feet and a length of 120.71 feet to a point, thence;



N 75° 38' 57" W for a distance of 7.52 feet to a point, thence;

Along a curve to the right having a radius of 18.00 feet and a length of 25.07 feet to a point at Double Brook Road, thence;

Along a curve to the left having a radius of 225.00 feet and a length of 24.75 feet to a point, thence;

N 02° 08' 40" W for a distance of 30.48 feet to a point, thence;

Along a curve to the left having a radius of 225.00 feet and a length of 170.46 feet to a point, thence;

Along a curve to the right having a radius of 43.00 feet and a length of 34.89 feet to a point, thence;

Along a curve to the left having a radius of 60.00 feet and a length of 290.31 feet to a point, thence;

Along a curve to the right having a radius of 43.00 feet and a length of 39.74 feet to a point, thence;

Along a curve to the right having a radius of 175.00 feet and a length of 125.86 feet to a point, thence;

S 02° 08' 40" E for a distance of 30.48 feet to a point, thence;

Along a curve to the right having a radius of 175.00 feet and a length of 253.31 feet to a point, thence;

S 80° 47' 22" W for a distance of 62.15 feet to a point, thence;

Along a curve to the left having a radius of 228.00 feet and a length of 128.36 feet to a point, thence;

S 48° 31' 55" W for a distance of 96.45 feet to a point, thence;

Along a curve to the right having a radius of 18.00 feet and a length of 27.72 feet to a point on the northerly sideline of Cohas Avenue, thence;

Southeasterly by the northerly sideline of Cohas Avenue along a curve to the right having a radius of 1480.04 feet and a length of 84.98 feet to the point of beginning.

Acceptance of this dedication by the City of Manchester shall constitute adequate consideration for such dedication. No damages shall be awarded on any account of exercise of the City's governmental function in, on, over, or under the area described herein.

The Grantor agrees that this dedication shall run with the land and shall be binding upon the Grantor and all of its successors and assigns.

**GRANTOR:**

**K&M DEVELOPERS, LLC**

by: 

Name: Manuel D. Sousa, Sr.

Title: Sole Member

**HILLSBOROUGH, SS**

**STATE OF NEW HAMPSHIRE**

Personally, appeared before me, the undersigned officer, Manuel D. Sousa, Sr., individually, and as Sole Member of K&M Developers, LLC known to me, and acknowledged the foregoing to be a free act and deed on this 2/11/ ~~2020~~ 2021.

(Kc)



Name:

Notary Public

commission expires:

/seal/

**KRISTINE M. CARROLL**  
Notary Public - New Hampshire  
My Commission Expires August 8, 2023



**MANCHESTER SCHOOL DISTRICT**  
SCHOOL ADMINISTRATIVE UNIT NO. 37  
20 Hecker Street  
Manchester, NH 03102  
Telephone: 603.624.6300 • Fax: 603.624.6337

**Jennifer C. Gillis, Ed.D.**  
Assistant Superintendent  
Operations

**John Goldhardt, Ed.D.**  
Superintendent of Schools

**Amy L. Allen**  
Assistant Superintendent  
Teaching, Learning and  
Leading

**Karen DeFrancis**  
Chief Financial Officer

To: Mayor Joyce Craig  
% the City Clerk's Office

From: Angela M. Carey  
Clerk of the Board of School Committee

Date: February 18, 2021

Re: Request from the Board of Mayor and Aldermen to forgive the Textbook Loan

At a February 17, 2021 special meeting of the Board of School Committee, the board moved to request that the Board of Mayor and Aldermen to forgive the \$2.8 million balance on the textbook loan.

cc: Dr. John Goldhardt, Superintendent of Schools  
Karen DeFrancis, Business Administrator

*It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Mary Steady for staff and students. Please see above for contact information.*

TO: Mayor Joyce Craig

FROM: Board of School Committee  
Mayor Craig and all Committee Members

DATE: February 17, 2021

RE: Request of the Board of Mayor and Aldermen to forgive the Textbook Loan

At a February 17, 2021 special meeting of the Board of School Committee, the board voted to send a request to the Board of Mayor and Aldermen to forgive the \$2.8 million balance on the textbook loan.

Committee Members Porter, Soule, Want, Bergeron, Shea, Perich, Beaudry, Beaulieu, Thomas, Lachance and Mayor Craig were in favor. Committee Members Kelley Arnold, Dobson, Leapley and O'Connell were opposed. Motion passed.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

*Sent to the BMA on  
2/11/21 via email*  
City Clerk's Office  
FEB 11 2021  
RECEIVED

**02/11/2021**

**To the Board of Mayor and Alderman,**

**I am writing to file a formal complaint with the city of Manchester. Please see the attached emails and evidence. I am requesting per the charter that this matter be sent to the ethics/conduct board.**

  
**Elizabeth Ann Moreau**

**Attachments:**

- 1.1-1.2 Article IX Standards of conduct from city charter**
- 2- Email inquiry/complaint initially filed with State AG**
- 3.1-3.3- Leadership print out from Haynes and Associates Website with Chairman O'Neil's Bio**
- 4.1-4.3 Haynes and Associates Case Studies showing what the company does**
- 5.1-5.4 Chairman O'Neils Financial Disclosure Forms**
- 6.1-6.2 Secretary of State Business information for MW O'Neil Electric owned by Alderman O'Neil**



## ARTICLE IX. STANDARDS OF CONDUCT

### SECTION 9.01 DECLARATION OF POLICY.

Honest government, ethical conduct, the avoidance of conflicts of interest and public perception of ethical and honest conduct of public affairs are essential. This code is adopted to further these purposes.

### SECTION 9.02 DEFINITIONS.

(a) *Business.* Any corporation, partnership, sole proprietorship or other business entity whether or not for profit. Such definition does not include governmental entities.

(b) *City official.* Mayor, alderman, member of school committee, and commissioner of welfare.

(c) *Immediate family.* Spouse, children and spouses of children, step-children and spouses of stepchildren.

(d) *Financial interest.* A monetary or pecuniary interest in a business, entity or matter, whether direct or indirect, not shared by the public at large. A city official shall have a financial interest in the affairs of immediate family members, any business in which the official is an officer, director, proprietor, partner, trustee, member or employee, or any investment in which the official owns directly or indirectly, more than five percent (5%) of the total stock or an interest totaling \$50,000 or more.

(e) *Personal interest.* Interest in a matter which is other than that of the official as a public official and which is more direct than that of the public at large and would influence the action of the public official.

### SECTION 9.03 STANDARDS OF CONDUCT.

This code is written to establish standards of conduct for city officials. It is declaratory and is to be read consistently with the requirements of New Hampshire law and not to create duties less stringent than those required by New Hampshire law. It shall not limit the board of mayor and aldermen or school district from enacting consistent ordinances or rules.

(a) *Contracts and Purchases.* A city official shall not have an undisclosed financial or direct personal interest in any contract with the city. In the event a business or family member shall have any such interest, it shall be disclosed if pre-existing the official's taking office, or disclosed prior to any vote to enter such arrangement is taken by the board of mayor and aldermen.

(b) *Appointment or employment of immediate family member.* No city official shall participate in any way in any decision to employ or appoint any immediate family member to any city position nor any personnel action in connection with such employment or classified appointment.

(c) *Disclosure of confidential information.* A city official shall not disclose confidential information concerning the city or its business without proper legal authorization; nor shall any official use any such information to advance a private interest. Confidential information is information which the official obtains because of the position held which is not a matter of public record.

(d) No city official shall accept any gift or thing of value which is offered to affect the vote or action of the official, nor shall any official solicit any such gift. This shall not prohibit legal campaign contributions or admission to events to which officials are invited in their official capacities, or food or beverage consumed at such events.

(e) *Conflict of interest.* No city official shall participate in the decision-making process of any matter in which the official or a member of the official's immediate family has a direct personal or financial interest. Any official who believes such an interest exists shall disclose such interest and shall not



participate in the matter further. In the event any other official believes an official has a conflict, such conflict shall be disclosed to the city clerk who shall make a record of it. If the official does not believe such a conflict exists, the board of mayor and alderman, or school committee if the official is a member of the school committee, shall make a determination and if it finds a conflict exists, the official shall not participate in the matter further, or the appropriate board may refer the matter to the Conduct Board.

(f) *Financial disclosure.* Within 90 days after the effective date of this charter, the city clerk shall prepare a financial disclosure form requiring all city officials to disclose their own individual business and financial relationships, employment and financial holdings. Such filings shall be updated annually before January 15.

(g) *Non-interference.* The board of mayor and aldermen, the various boards and commissions and the board of school committee shall act in all matters as a body, and shall not seek individually to influence the official acts of any city official, or to direct or request, except in writing, the appointment or removal of any person to or from office; or to interfere in any way with the performance by such officers of their duties. This provision shall not prohibit assistance to constituents in their dealings with city officials if direct requests to the appropriate administrative officials have been unsuccessful, advocacy of particular outcomes on matters pending before the city when the matters are of a general nature, or submission of recommendations or references on behalf of a candidate for city employment which are not inconsistent with this code.

#### **SECTION 9.04 CONDUCT BOARD.**

A conduct board is established and shall consist of five (5) members and two (2) alternates to: issue advisory opinions to the board of mayor and aldermen or school committee, if requested to do so by said board or committee, concerning this code and the actions of city officials; Interpret this code; investigate violations of this code if requested to do so by city officials, written and attested complaints by citizens of the city or those doing business with the city, if it finds basis for such complaints, and issue reports after such investigations to the board of mayor and aldermen which may take action after such reports if it deems action necessary and, recommend ordinances to carry out the purposes of this code.

One member shall be the chief legal officer of the city. Two members and one alternate shall be appointed by the mayor and confirmed by the vote of eight (8) aldermen. Two members and one alternate shall be appointed by the board of aldermen by nine (9) votes. No more than three (3) members of the same political party shall serve on the board at the same time. At least one (1) member shall have served as an alderman previously. Members shall be appointed for terms of three (3) years and such terms shall be staggered so no more than two (2) members and one (1) alternate are appointed at one time. Members may not serve for more than six (6) consecutive years.



Elizabeth Ann Moreau &lt;elizabethannmoreau@gmail.com&gt;

## Question regarding potential investigation for Manchester Alderman

Elizabeth Ann Moreau &lt;elizabethannmoreau@gmail.com&gt;

Sat, Jan 16, 2021 at 9:04 PM

To: richard.c.tracy@doj.nh.gov

Hello,

Mike Porter said that you might be a good place to start with a question relating to issues related to a Manchester Alderman.

I came across the Aldermans financial disclosure for the last 6 years and he never mentions any employment other than his own company "JMMO".

An internet source from a simple google search pulled up a legal entity in Massachusetts in which he is listed as the Sr Vice President. The business deals in consulting and using their "influence and connections" to gain information to assist companies with gaining contracts with municipalities. In which the alderman is listed as heading their New Hampshire office. This was listed as an effective date of January 2016. Further research shows the alderman opened a similar consulting company in NH in 2019, which seems to be in the same field of business and also not disclosed to the city.

My concern is that :

- 1) as a long term sitting alderman/he should know better, and why wouldn't he disclose this information?
- 2) Did he give insider city information to potential contractors who gained contracts with the city?
- 3) Did he vote in favor of these contracts while receiving kickbacks through these companies?
- 4) What is the financial implication of this potential conflict?

I feel that if I bring this up to the board it will get swept under the rug and dismissed as he is the chairman and has held the position for over 20 years.

And as a private citizen and former board member I have no authority to request what companies these businesses worked with and which ones gained contracts with Manchester in which he may have used his influence or voting power/insider information.

Also if I bring it to the city attorney would there be a conflict of interest as she represents the city and board?

If you know whom I should be speaking to regarding this or need further information etc please feel free to reach out to me at this email or my cell phone  
603-782-6776.

Thank you in advance for any assistance,  
Elizabeth Ann Moreau

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### 8 attachments

 **DanOneil2016Disclosure.pdf**  
82K

 **DanOneil2019Disclosure.pdf**  
597K

 **DanOneil2018Disclosure.pdf**  
542K

 **DanOneil2017Disclosure.pdf**  
617K

 **DanOneil2020Disclosure.pdf**  
625K

 **Leadership – Haynes & Associates.pdf**  
205K

 **Services & Case Studies – Haynes & Associates.pdf**  
134K

 **QuickStart-Oneil.pdf**  
138K





Joseph's career in the 'green' economy began as a national sales manager for a publicly traded clean-tech company that focused on recycling organic waste to fertilizer. This initial foray into the "green" economy was enough to convince him that he would pursue sustainable opportunities in one way, shape, or form, for the rest of his career. Joseph and other industry partners started Afriganics LLC, which designed and marketed organic fertilizer products to West African growers. During that time he also worked closely with solar power companies to collaborate on creating an inexpensive, highly resilient, and efficient solar powered water pump to irrigate fields in developing countries. This endeavor led Joseph to again strike out on his own to market a similar solar solution, this time

designed for off-grid telecom towers that were seeing tremendous growth in developing countries at that time.

In 2011 Joseph returned to Boston to form a consultancy that enabled him to continue pursuing and supporting sustainable development. He handles business development for H&A as well as managing the firm's energy portfolio, which consists of renewables, waste to energy, procurement of natural gas and electricity, and comprehensive energy reducing retro-fits of municipalities energy infrastructure. Recently he has led the firm's efforts to pivot towards 'Smart City' technologies and other quality of life solutions. H&A now represents innovative companies in industries ranging from mobility, information/communication technologies, facilities and energy management.

He currently serves on the boards of Quantum Technology Group, Technology Partners Limited, Leading Cities, and the board of advisers for the Trustees of the University of Liberia.



## **Dan O'Neil** **Senior Vice President**

Daniel O'Neil joined the Haynes & Associates team in January 2016 as a Senior Vice President.

Hailing from New Hampshire, Dan heads up Haynes and Associates' practice in that state, as well as contributing throughout New England on the company's portfolio of infrastructure and electrical clients.

Dan most recently was a principal at JMMO Company where he was responsible for overseeing business development, government relations, strategic partnering, and design/construction services for national and regional engineering firms. Prior to that Dan held positions in Business Development and Client Services for leading infrastructure companies such as AECOM Technology Corp., Clough Harbour Associates, and Kimball Chase. Dan originally began his career as a licensed electrician and member of the International Brotherhood of Electrical Workers, he also started his own electrical contracting business in 1997.

Dan has been an elected official for over 30 years and his public service record stretches back even further. He has held the following positions in the public and private sectors:

- Alderman-at-Large and current Chairman of the Board of Aldermen, City of Manchester, NH
- NH State Senate, representing District 18
- Alderman representing Ward 4, Manchester, NH
- Southern New Hampshire Planning Commission
- New Hampshire Job Creation Alliance
- America's Future Education Fund
- America Public Works Association
- American Council of Engineering Companies

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# Leadership



## Robert Haynes Chairman

Robert Haynes was born and raised in Cambridge, Massachusetts. Robert began his career in 1968 as an Ironworker in Local 7. Over the years he gained the respect and trust of his peers, first being elected to secretary Treasurer in his local, and then in the MA AFL-CIO.

Robert enjoyed a distinguished career as President of the 400,000 member Massachusetts AFL-CIO as well as numerous successful leadership roles providing strategic guidance and fomenting key relationships for private organizations, legislative initiatives, charitable foundations and community based action groups. Robert was at the center of economic development, workforce development and creation of new jobs in Massachusetts and beyond.

Throughout his notable career Robert has gained a depth of expert, specialized knowledge as well as the vital relationships which accompanied holding senior roles in the following bodies:

- Board of Directors of Blue Cross Blue Shield of Massachusetts
- Board of Trustees, University of Massachusetts
- Massachusetts Workforce Investment Board
- Boston Private Industry Council
- Governor Deval Patrick's transition team on the Economic Development Working Group and the Secretary of Labor search committee

Based on these and other endeavors Robert developed and has maintained relationships directly with current, rather than former, decision makers of the highest levels of municipal and state governments. This same breadth of relationship is also enjoyed with current decision makers in higher education, healthcare, construction and many of Massachusetts's largest private enterprises and Non-profit organizations.

## Joseph Haynes President

# Services & Case Studies

Haynes & Associates was founded in 2011 as a full service consulting firm which integrates government affairs, relationship liaison and strategic advising to clients in a broad array of industries by leveraging our vast experience in the public and private sector and network of deep rooted, influential contacts to achieve measurable results. At Haynes and Associates the metric by which we judge our success is simple: creating valuable results for our clients. We aim to create mutually beneficial partnerships in which our success and the success of our clients is intricately and inexorably linked.

Since our inception, Haynes & Associates has delivered on our commitment to achieve tangible results for our clients. To provide a sense of the growth and value that Haynes & Associates has helped our clients achieve, please find a brief sample of the following success stories.

## Case Studies

### **Educating Public Procurement Officials**

When an international Energy Service Company (ESCO) was pursuing major contracts to provide energy services work in New England municipalities' buildings and infrastructure, the company hired our firm to provide political intelligence and to better position them for winning contracts. We worked with the client to both broaden and deepen their relationship network with decision makers at the municipal level and to educate elected officials on performance contracting to help them understand the client's unique value-add. Our ongoing efforts have led to our client winning and executing several multi-year Performance Contracting RFQs with multiple cities in the region.

### **Pipeline & New Target Generation**

An industry leading facilities and food service provider operating in 80 countries and employing over 400,000 people partnered with Haynes & Associates to handle the client's municipal procurement and business development for the K-12 school market. The partnership consists of a close working relationship in which we create pipeline and new targets, as well as assist with potential municipalities the client has identified. Haynes & Associates is present throughout the lifetime of a sales cycle from the initial contact to the award of a contract. We also will remain involved, augmenting the client's relationship management in municipalities where a contract has been awarded.



## Optimum Client Positioning

A leading LED streetlight company has engaged Haynes & Associates to help identify opportunities to retro-fit New England municipalities' streetlights to energy efficient LED fixtures. Haynes and Associates works with the client to educate municipalities on the operational cost savings that can be achieved by converting to modern LED bulbs. Haynes & Associates best positions its client to be chosen as the company to execute the upgrade to LED lights. To date Haynes & Associates has helped the clients to win projects in more than a two dozen communities totaling over 100,000 streetlights.

## Market Expansion

When an innovative New Jersey based Information Technology company wanted to expand its geographic market to New England it called upon Haynes & Associates to open up the region. Haynes & Associates' broad and deep relationship network allowed the client to expedite the introduction process, gaining exposure and credibility in a short period of time. Haynes & Associates provided valuable local market intelligence to the client and educated potential customers on the client's benefits and differentiators. This led to a very smooth and accelerated market entry for the client.

## Community Relations & Talent Recruitment

A global company with major government contracts engaged Haynes & Associates to assist with community relations. In this capacity Haynes & Associates assists the client to build broad coalitions of supporters within communities, ranging from elected officials, interested community groups, and more. Haynes & Associates also uses its local experience and knowledge to ensure the client hires the best local sub-contractors, supporting local jobs and contributing to the local economy, while further enhancing the support within the community.

## Business to Business Partnership Development

One of the world's largest pharmaceutical companies contracted Haynes & Associates to improve its relations with major health care providers in the Northeast. The client utilizes Haynes & Associates to educate HMO's on the benefits and uniqueness of their products and in some circumstances increase product placement on the Health Care provider's coverage. Haynes & Associates has helped the client achieve better coverage for its products and has improved access to these beneficial drugs for patients.

## Scaling up Business Development Efforts

A high end German window manufacturer set up operations in the United States and wanted to quickly transition from small niche market to compete in high volume commercial sales. Haynes and Associates was able to call upon its relationship network of developers, ESCos, and architects to have the high efficiency windows built in to the specs on new projects. Additionally, we were able to use our market intelligence to identify opportunities for large government projects. Because of H&A's efforts the client quickly achieved its goal of competing for exponentially larger projects.

## Lead Identification & Qualification

A nationwide energy procurement specialist partnered with Haynes & Associates for its business development efforts. Haynes & Associates helps the client identify and qualify leads, access decision makers, and articulate the client's competitive advantages. Haynes & Associates has significantly added to the client's pipeline, giving them access to far more potential customers for their services.

## Establishing Coalitions

When the Economic Development Council of a 100,000+ municipality needed to create jobs in a new industry they engaged Haynes & Associate to coordinate the efforts. Haynes & Associates was relied upon to bring many different parties to the table to enhance and accelerate workforce development. Haynes & Associates convened meetings of local universities, community colleges, vocational tech schools, as well as representatives from organized labor, and private contractors all in a successful effort to provide local residents with the necessary job training to provide the skills they would need for the jobs of tomorrow.

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BLOG AT WORDPRESS.COM.



## FINANCIAL DISCLOSURE FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

### 2017

All City officials shall disclose their own individual business and financial relationships, employment and financial holdings. A City official shall have a financial interest in a monetary or pecuniary interest in a business, entity or matter, whether direct or indirect, not shared by the public at large; the affairs of immediate family members; any business in which the official is an officer, director, proprietor, partner, trustee, member or employee; any investment in which the official owns directly or indirectly more than five percent (5%) of the total stock; or any investment in which the official's interest totals \$50,000 or more. City officials shall have a personal interest in a matter which is other than that of the official as a public official and which is more direct than that of the public at large and would influence the action of the public official.

Name: Dan O'Neil  
Date: 2/7/2017  
Office Held: Alderman At Large  
Employer: Self Employed JMMO Company LLC

**Business Relationships:** Any business in which the official is the owner, proprietor, trustee, member, partner, director, officer, employee or investor.

- a. ~~MMO~~ JMMO Company, LLC
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

Over



52

## FINANCIAL DISCLOSURE FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

### 2018

All City officials shall disclose their own individual business and financial relationships, employment and financial holdings. A City official shall have a financial interest in a monetary or pecuniary interest in a business, entity or matter, whether direct or indirect, not shared by the public at large; the affairs of immediate family members; any business in which the official is an officer, director, proprietor, partner, trustee, member or employee; any investment in which the official owns directly or indirectly more than five percent (5%) of the total stock; or any investment in which the official's interest totals \$50,000 or more. City officials shall have a personal interest in a matter which is other than that of the official as a public official and which is more direct than that of the public at large and would influence the action of the public official.

Name: Dan O'Neil

Date: \_\_\_\_\_

Office Held: Alderman At Large

Employer: \_\_\_\_\_

**Business Relationships:** Any business in which the official is the owner, proprietor, trustee, member, partner, director, officer, employee or investor.

- a. JMMO Company, LLC (member)
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

Over





# FINANCIAL DISCLOSURE FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

## 2019

All City officials shall disclose their own individual business and financial relationships, employment and financial holdings. A City official shall have a financial interest in a monetary or pecuniary interest in a business, entity or matter, whether direct or indirect, not shared by the public at large; the affairs of immediate family members; any business in which the official is an officer, director, proprietor, partner, trustee, member or employee; any investment in which the official owns directly or indirectly more than five percent (5%) of the total stock; or any investment in which the official's interest totals \$50,000 or more. City officials shall have a personal interest in a matter which is other than that of the official as a public official and which is more direct than that of the public at large and would influence the action of the public official.

Name: Daniel P O'Neil  
Date: JAN 15, 2019  
Office Held: Alderman - st - Large  
Employer: Immo Company, LLC

**Business Relationships:** Any business in which the official is the owner, proprietor, trustee, member, partner, director, officer, employee or investor.

- a. Immo Company LLC (Manager)
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

Over



# FINANCIAL DISCLOSURE FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

2020

All City officials shall disclose their own individual business and financial relationships, employment and financial holdings. A City official shall have a financial interest in a monetary or pecuniary interest in a business, entity or matter, whether direct or indirect, not shared by the public at large; the affairs of immediate family members; any business in which the official is an officer, director, proprietor, partner, trustee, member or employee; any investment in which the official owns directly or indirectly more than five percent (5%) of the total stock; or any investment in which the official's interest totals \$50,000 or more. City officials shall have a personal interest in a matter which is other than that of the official as a public official and which is more direct than that of the public at large and would influence the action of the public official.

Name: Dan O'Neil  
 Date: 01-21-2020  
 Office Held: Alderman At Large  
 Employer: Self Employed

**Business Relationships:** Any business in which the official is the owner, proprietor, trustee, member, partner, director, officer, employee or investor.

- a. Jmmo Company, LLC
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

Over

[\(/online/Home/\)](#)  [Back to Home \(/online\)](#)

## Business Information

### Business Details

Business Name: MW O'NEIL ELECTRIC, LLC	Business ID: 832248
Business Type: Domestic Limited Liability Company	Business Status: Good Standing
Management Style: Manager Managed	
Business Creation Date: 12/06/2019	Name in State of Formation: Not Available
Date of Formation in Jurisdiction: N/A	
Principal Office Address: 249 West Haven Road, Manchester, NH, 03104, USA	Mailing Address: PO Box 4206, Manchester, NH, 03108, USA
Citizenship / State of Formation: Domestic/New Hampshire	
	Last Annual Report Year: N/A
	Next Report Year: 2021
Duration: Perpetual	
Business Email: dponeil@myfairpoint.net	Phone #: NONE
Notification Email: NONE	Fiscal Year End Date: NONE

### Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / electrical contracting and consulting, and all other lawful purposes	

Page 1 of 1, records 1 to 1 of 1

## Principals Information

**Name/Title**

Daniel O'Neil / Manager

**Business Address**

PO Box 4206, Manchester, NH, 03108, USA

Page 1 of 1, records 1 to 1 of 1

## Registered Agent Information

Name: Deachman W. John

Registered Office 1662 Elm Street, Manchester, NH, 03101, USA

Address:

Registered Mailing 1662 Elm Street, Manchester, NH, 03101, USA

Address:

## Trade Name Information

No Trade Name(s) associated to this business.

## Trade Name Owned By

No Records to View.

## Trademark Information

**Trademark Number Trademark Name****Business Address****Mailing Address**

No records to view.

[Filing History](#)[Address History](#)[View All Other Addresses](#)[Name History](#)[Shares](#)[Businesses Linked to Registered Agent](#)[Return to Search](#)[Back](#)NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us](#)[\(/online/Home/ContactUS\)](#)

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*sent to the BNA on  
2/11/21 via email*

**DANIEL P. O'NEIL**  
249 West Haven Road  
Manchester, NH 03104  
(603) 668-9814

City Clerk's Office

FEB 11 2021

RECEIVED

February 11, 2021

Emily Gray Rice, Esq.  
City Solicitor  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: Elizabeth Ann Moreau Email Inquiry

Dear Attorney Rice:

I am in receipt of your email sent February 1, 2021 containing an email from Elizabeth Ann Moreau along with several attachments. Please accept this letter as my response.

Ms. Moreau appears to believe that I have failed to make accurate financial disclosures as required under Article IX, Section 9.03 (f) of the City Charter. Section 9.03 purports to require city officials to annually disclose their "individual business and financial relationships, employment and financial holdings."

Specifically, Ms. Moreau complains that I failed to disclose "a legal entity in Massachusetts" where I am listed as Sr. Vice President. To be clear, I am not, nor have I ever been, a Sr. Vice President of Haynes & Associates, Inc. I have never been an officer of that corporation in any capacity. I have never been an employee of that corporation. When I received your email, I was surprised to learn someone was representing that I held any position with the corporation.

In 2016 and 2017, I did some consulting work for Haynes & Associates, but the work was entirely unrelated to anything involving the City of Manchester and certainly did not result in my being appointed an officer of the corporation. In any event, my relationship with them did not rise to the level of a business or financial relationship beyond normal and ordinary consulting work. Accordingly, disclosure was and is unnecessary. To avoid any further confusion on this matter, I have reached out to the principals of Haynes & Associates and asked them to remove me from their website.

The second issue of disclosure raised by Ms. Moreau is related to my interest in MW O'Neil Electric, LLC. This company was formed on December 6, 2019 as I contemplated doing some electrical consulting work with a friend and colleague. The formation of the company was a preliminary step toward soliciting and conducting business. Less than 45 days later my 2020 financial disclosure was filed with the City Clerk, at which time no business had been conducted and no financial relationship existed. We were still in the preliminary stages of organizing. As there were no business or financial relationships, employment, or financial holdings related to MW O'Neil Electric in January, 2020 there was no requirement to disclose. Of note, the company was disclosed on my January 2021 form.

February 11, 2021  
Emily Gray Rice, Esq.  
Page Two

As I'm sure you can see, nothing was intentionally withheld from my disclosure forms. I believe that I complied with the requirements of the City Charter at all times. If, however, you or the City Clerk holds a contrary opinion based on my response then I would certainly consider filing an amendment.

While I am always happy to respond to the concerns of constituents, I am sure it is not lost on you that Ms. Moreau is no average constituent. I have served this City faithfully and honorably for more than two decades. I cannot recall a time that my integrity was called into question. The insinuations of Ms. Moreau are baseless, defamatory, and politically motivated.

Unless Ms. Moreau can produce a meaningful theory as to how I may have run afoul of the City Charter, I would encourage you to dispose of this matter in the way you dispose of other trash.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daniel P. O'Neil".

Daniel P. O'Neil

Cc: Mathew Normand, City Clerk  
John Deachman, Esq.

February 23, 2021

Jon Claude Hopwood  
445 Mast Road  
Manchester, NH 03102  
(603) 669-1630

City Clerk's Office

The Hon. Joyce Craig, Mayor  
One City Hall Plaza  
Manchester, NH 03101

FEB 23 2021  
RECEIVED

Dear Madame Mayor,

Alderman Joseph Kelly Levasseur ranks as an institution in the City of Manchester. Agree or disagree with him, no one can deny his stature in municipal politics. I believe his intent is to make Manchester a better place, from his point of view. Whatever one's feelings about the alderman, no one can deny he is one of the hardest working people in Manchester and dedicated to his vision of the City, as he sees it.

In this representative democracy we enjoy as Americans and Granite Staters, our elected officials are the embodiment of the People themselves. In Manchester, elected officials are not just municipal officials under the City Charter, but speak and act for We, the People—We, the Citizens of the Queen City.

New Hampshire provided the spark that lit the Spirit of '76, and its ratification of the United States Constitution made it the law of the land. Indeed, in 1774, the American Revolution was born here in New Hampshire. The great responsibility the Granite State shoulders as custodian of the First-in-the-Nation Presidential Primary testifies to the unique and uniquely democratic spirit of New Hampshire and its people. Of our American democracy, it can be said that New Hampshire was present at its conception, labored through its quickening and helped midwife its birth a quarter millennium ago.

For more than a century, the Granite State has borne the quadrennial task of cradling and nursing a democracy whose benefits are enjoyed by hundreds of millions of people, a democracy that is a beacon of hope for the world. We the people of New Hampshire—We the Citizens of the Queen City—have an awesome responsibility, not to just each other, not just to our fellow Americans, but to the World.

The City of Manchester is representative of the best of what it means to be American or one of the people waiting, with hope, to fully join the American Dream. As a disabled veteran, the worst thing we ask ourselves is, "Was it worth it?" The reckoning summoned by that question can be as crippling to a disabled vet's spirit as anything suffered by while in the military.



I take great pride in the Queen City's embrace of immigrants, particularly the fact that a generation ago, Manchester decided to officially make itself a home for political refugees. Refugees from Iron Curtain countries, Africa and the Middle East have played significant roles in my life. When I despair, as we all do, about this ongoing experiment that is the American democracy, I think of the lives saved by our country's refugee policy, people who were oppressed and their lives imperiled in countries plagued by antidemocratic regimes. It's the same story, in kind if not degree, that could be told by General John Stark, if that statue outside the City Hall Annex could speak.

Talk to a refugee in America, and they will tell you of how, during their ordeal, they longed for America. It is a bittersweet feeling, as it is interlaced with nostalgia for their homeland and for the loved ones left behind, counterpointed by their newly privileged right to bellyache out loud about how things are in their adopted land.... But aside from their gripes about their new country's imperfections—which is a right of any American—they'll tell you, America is a beacon of hope to the oppressed people of the world. And keeping that fire burning in the beacon of liberty is the essential imperative of our time, as it was during the lives and times of previous generations of Americans.

Democracy, as an idea, a form of government and a way of life—something New Hampshire and its people have proclaimed, fought for, and symbolized since before the founding of our republic—is the bedrock of freedom. We here in New Hampshire provided the granite foundation for the superstructure of our American way of life. The preservation of our democracy, built upon the sacrifices of many generations, is vital. Thus, the proper conduct of our elected officials is critical to its survival.

It is because of Alderman Joseph Kelly Levasseur's great stature in the community and the great responsibilities he holds both generally, as a member of the Board of Mayor and Alderman, and specifically, as alderman-at-large representing each and every person in this, our hometown, that his behavior has a major impact on each and every one of us. Our elected officials must be held to a high standard of conduct. The conduct of our elected officials influences the behavior of the citizens they represent.

Because of Alderman Levasseur's stature in the community, his responsibilities as an alderman, and what I perceive as the mandates of the City Charter, I feel it is imperative that the BMA take action to investigate his behavior. I am writing to you to ask that the BMA consider convening a Conduct Board to investigate Alderman Levasseur.

News reports recently revealed that Alderman Levasseur allegedly displayed abusive and intimidating behavior towards a member of the Manchester Police Department. From the point of view of the parking control officer, Alderman Levasseur's behavior was so egregious, she felt compelled to file a police report. I can state unequivocally that she is not the only person who has filed a police report out of fear of being harmed, after bearing the brunt of Alderman Levasseur's "bad boy" behavior. He often has displayed conduct unbecoming an alderman of the City of Manchester, in my opinion.



I believe that it is not just a moral imperative that demands our elected officials adhere to high standards of conduct, but a legal one, mandated by the Manchester City Charter itself. Section 8:15(a) City Charter Enforcement states: "It shall be the responsibility of all elected officials to ensure the enforcement of and compliance with this charter." Section 9 of the Charter sets out Standards of Conduct, which were arrived at after a great deal of deliberation by the Charter Commission that met in the mid-1990s.

During the Charter Commission deliberations, many Commissioners and witnesses called before the Commission expressed the belief that the City Charter was, in essence, the Constitution of the City of Manchester. The development of an ethics code took a great deal of thought, time and effort, and the give and take over the issue was contentious at times.... But in the end, the Commissioners created an ethics code—the Standards of Conduct—coupled with a vehicle for hearing claims of violations—the Conduct Board—that became part of their proposed, revised "Queen City Constitution," which was ratified by the voters. The People of Manchester had spoken.

I believe that Alderman Joseph Kelly Levasseur has violated City Charter Section 9:03(g), the clause on non-interference, as well as 8:15(a). Section 9:03(g) states:

(g) *Non-interference.* The board of mayor and aldermen, the various boards and commissions and the board of school committee shall act in all matters as a body, and shall not seek individually to influence the official acts of any city official, or to direct or request, except in writing, the appointment or removal of any person to or from office; or to interfere in any way with the performance by such officers of their duties. This provision shall not prohibit assistance to constituents in their dealings with city officials if direct requests to the appropriate administrative officials have been unsuccessful, advocacy of particular outcomes on matters pending before the city when the matters are of a general nature, or submission of recommendations or references on behalf of a candidate for city employment which are not inconsistent with this code.

The Code of Conduct clearly states in Section 9:03)(g) that an alderman "shall not seek individually to influence the official acts of any city official... or to interfere in any way with the performance by such officers of their duties." According to the parking control officer, this is exactly what Alderman Levasseur did when he attempted to bully her—which is my personal interpretation of Alderman Levasseur's conduct, namely, that his alleged behavior constituted bullying—and intimidate her through his position as an alderman, which I believe would be the opinion of any reasonable person. If we recall the case of Manchester public school teacher Janet Beauparlant, who claimed that Alderman Levasseur retaliated against her for a Facebook post, his alleged behavior towards the parking control officer could be seen as part a pattern of conduct that breaches the City Charter's Standards of Conduct, which makes this alleged violation far more serious.

As for the defense of Alderman Levasseur not knowing he was parking in a bus stop, I'm not the only Manchester citizen who finds it hard to believe that the former owner of a downtown Elm Street eatery doesn't know the cityscape of the area near the Pint Publick

House, where I shared an efficacious libation with him on more than one occasion. And it would take a suspension of disbelief, in my opinion, to believe that Alderman Levasseur believed that his alderman parking placard allowed him to place his vehicle in such a zone, seeing as how he was “caught” by a random passerby last winter parking his vehicle—the alderman parking placard displayed on the dash—in a disabled spot on Elm Street.

That incident was chronicled on Facebook with pictures, to which Alderman Levasseur responded, claiming he didn’t know it was a disabled parking spot. To his credit, he never made the defense, online, that his placard gave him the privilege to park in such areas. And to be fair, when the winter snows pile up on Queen City streets, spaces get squeezed, so one could give him the benefit of the doubt—that time. However, for him to allegedly assert, explicitly or implicitly, to the parking control officer, that the placard gave him the privilege of not being ticketed in a bus zone is something a Conduct Board should investigate, in my opinion, in light of the earlier case of his violating state law regarding the parking of motor vehicles.

Alderman Levasseur’s parking violation is a fact, and is not at issue here. I am not alleging that his parking violation constitutes a City Charter violation, although perhaps a case could be made that it does. What is in dispute is his actual conduct towards the parking control officer, and whether such conduct constitutes a Charter violation. A Conduct Board investigation would remove the doubt by clarifying the situation. It would also determine the parameters of what is acceptable and unacceptable behavior by our elected officials, which is a task it was set up to do.

It is my opinion that Alderman Levasseur has displayed a pattern of conduct since his 2014 BMA censure that a reasonable person would consider to be abusive, a pattern of conduct that a reasonable person would consider to have been committed with the intent to intimidate his fellow BMA members, other elected officials, municipal employees and private citizens. I believe that Alderman Levasseur’s alleged conduct towards the parking control officer is serious enough that a Conduct Board is necessary to ascertain whether it was a violation of City Charter Section 9:03(g), the clause on non-interference.

In 2019, Janet Beauparlant came before the BMA and presented a case that Alderman Levasseur violated the City Charter when he publicly attacked her for her social media post critical of the poor quality of certain textbooks issued to Manchester School District students. An excellent teacher with an exemplary record, Ms. Beauparlant was officially reprimanded. Her disciplining was, in my opinion, triggered by what any reasonable person would define, at a minimum, as “interference” by Alderman Levasseur.

Reportedly, it was an ally of Alderman Levasseur on the Board of the School Committee who actually made the direct complaint to a Manchester School District official that led to Ms. Beauparlant’s receiving the first reprimand in her long and distinguished career as a public school teacher. The Beauparlant incident is critical to understanding the need for a Conduct Board to investigate the parking control officer incident. I believe that these

two examples of Alderman Levasseur's treatment of municipal employees does reveal a pattern of Charter-violating conduct. I also believe that if the BMA had acted on the 2019 request by Ms. Beauparlant and convened a Conduct Board to investigate, the likelihood of the parking control officer incident happening may have been reduced.

I might be wrong on that supposition, for despite being censured by the BMA in 2014, Alderman Levasseur continues his pattern of what, in my opinion, is questionable conduct, conduct that I feel violates the Charter's Standards of Conduct and warrants action by the BMA. This pattern of behavior, which seemingly is unceasing and included what some BMA members last year saw as an attempt by Alderman Levasseur to incite violence against Black Lives Matters members and their sympathizers, should be analyzed by a Conduct Board. If Alderman Levasseur indeed is determined to be a serial Charter violator, the Conduct Board can consider remedies for the BMA to act on. This is what the Conduct Board was tasked to do under the revised Charter, under my interpretation of the deliberations of the mid-1990s Charter Commission.

As I understand the situation, the BMA demurred on Ms. Beauparlant's request for a Conduct Board investigation of Alderman Levasseur as he was not the party who directly requested the MSD investigation of her conduct that led to the reprimand. I feel that the situation in which BMA and BOSC members use each other directly or indirectly to retaliate against municipal officials and employees and other elected officials is an issue a Conduct Board should take up. The Beauparlant case can illuminate whether a pattern of Charter violating conduct on Alderman Levasseur's actually exists and to predict the likelihood of repeat behavior. The utility of the Beauparlant case includes enabling the Conduct Board to delineate what actually constitutes Charter-compliant conduct by BMA and BOSC members and city officials, and what does not, in these situations.

The 2004-5 Conduct Board investigation of School Committee Member Arthur Beaudry is most instructive as to how a Conduct Board should be run and what it can achieve. The very process of investigating Mr. Beaudry established the framework for holding fair hearings by defining the intent of the City Charter as regards standards of conduct. Thus, a Conduct Board convened to investigate Alderman Levasseur could accept or refute my interpretation that Section 8:15(a) holds Alderman Levasseur to the standard of Charter compliance, which—through his violations of Section 9:03(g)—he failed to fulfill, in my opinion.

The Conduct Board is an advisory body. It can take evidence, compile a record, and make recommendations to the Board of Mayor and Aldermen. That is its function, under the City Charter, and that is how it functioned in the 2004-5 Arthur Beaudry investigation. The Conduct Board is not a court. The decision making in all cases brought before the Conduct Board is the province of the BMA. The "judges" are the individual BMA members. Thus, under the City Charter, the ultimate arbiter of a Conduct Board investigation is the BMA.

When the BMA votes to convene the Conduct Board, it has not passed judgement over whether an alleged Charter violation actually has occurred, but has acted based on the likelihood a Charter violation was committed, one so egregious as to warrant further investigation. Under the City Charter, the BMA firstly acts as a grand jury, and if it is its pleasure, the BMA then sends the case of a suspected violation on to the Conduct Board, which gathers evidence and makes recommendations. The case is then returned to the BMA, which determines what action to take. The BMA can follow the recommendations of the Conduct Board, or ignore them. The point of the process is to find out the truth, and take action accordingly; punishing bad conduct, if warranted, to discourage further breaches of the public trust. The Conduct Board process was created to protect Manchester democratic system by insuring its integrity.

The architects of our current revised “Queen City Constitution” that contains Section 9 and its Standards of Conduct invested this power in the BMA as it was felt BMA members were the people best equipped, from experience, for understanding the complexities of functioning inside a municipal government that was part of a democratic system that privileged competing interests. Their practical experience and knowledge of the working life and pressures faced by city officials, both elected and appointed, uniquely qualified them as the best judges as to what actions constituted proper conduct and what actions did not.

An alderman acting on behalf of individual constituents was deemed not to be interference by a majority of the Commissioners who created the revised City Charter. The commissioners and witnesses of the mid-1990s Charter Commission clearly foresaw the behavior for which Arthur Beaudry was censured, contacting and pressuring city officials and department heads to get someone they disliked disciplined or fired, conduct that Ms. Beauparlant alleged on the part of Alderman Levasseur. Such interference was considered be conduct unbecoming of an elected or appointed city official, and represented a violation of the Standards of Conduct they drew up.

It is my opinion that the Beaudry Conduct Board investigation and its recommendations, and the subsequent censure of Arthur Beaudry by the Board of Mayor and Aldermen represents a precedent justifying the convening of a Conduct Board to investigate Alderman Levasseur. News accounts indicate that the parking control officers was afraid of the power of Alderman Levasseur, a power that he allegedly made explicit to her. The parking control officer filed a police report, to protect herself from what she feared would be retaliation from Alderman Levasseur. In his interaction with this city official, Alderman Levasseur was not bringing this matter to the BMA to act on as a body—but then, how could he? He had parked illegally in a bus zone. That he was attempting to interfere with the operations of a city official is obvious, in my opinion. The question is, did his behavior violate the City Charter? A Conduct Board is the vehicle to elucidate the situation, as this was what Section 9 and the Conduct Board were created to do.

I would not be submitting this petition if I did not believe that, once BMA members give these incidents careful consideration, they will come to the conclusion that a Conduct Board is warranted to investigate Alderman Levasseur. A Conduct Board is the proper vehicle, under the City Charter, for the BMA to ascertain, based on its findings and recommendations, whether action, including censure and/or removal from committees and subcommittees, is necessary to curb what, in my opinion, a reasonable person would feel is a pattern of City Charter-violating conduct by Alderman Levasseur. A Conduct Board also would provide Alderman Levasseur with an official public forum to explain his conduct, answer the charges of his critics, and defend his reputation.

Thank you very much for your time and consideration.

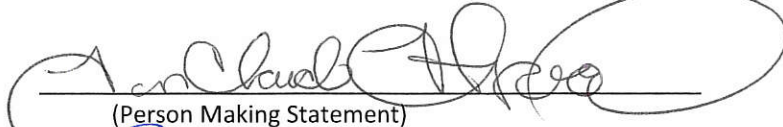
Respectfully,

Jon Claude Hopwood

State of New Hampshire

County of Hillsborough

Signed and affirmed before me on the 23 day of Feb, 2021, by

  
 (Person Making Statement)

  
 (Notary Public)

